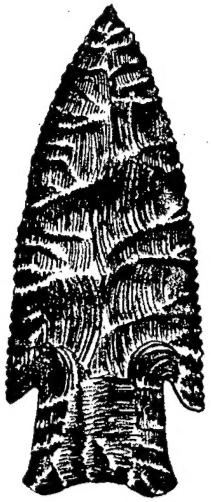
SAVING THE PAST FROM THE FUTURE:
Archaeological Curation in the St. Louis District

April 1991



US Army Corps of Engineers

St. Louis District

Revised April 1991

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13. ABSTRACT *(Maximum 200 words)*

The report presents the findings of the St. Louis District's assessment of 10 repositories that were curating archaeological collections recovered from the St. Louis District. The collections examined consisted of 3,417 cubic feet of artifacts and associated documentation. These collections were located in seven repositories in Illinois and three repositories in Missouri.

Repositories were assessed for the adequacy of their storage structures, maintenance of facilities, existence of environmental controls, security measures, protection from fire and water damage, and the current status of the collections. In sum, the repositories examined were found to be inadequate as curation facilities. They lacked proper environmental controls, security, and protection from fire and water damage, and they were not properly maintained. Records were not properly associated with objects and were not properly stored. In order to correct these inadequacies recommendations are made for facility improvements and a plan is presented for the future safeguarding of these collections.

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DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
210 TUCKER BOULEVARD, NORTH
ST. LOUIS, MISSOURI 63101-1986

REPLY TO
ATTENTION OF:

CELMS-PD-A

MEMORANDUM FOR Commander, Lower Mississippi Valley Division
SUBJECT: Curation of Corps of Engineers' Archaeological Collections

1. This report responds to a concern I raised earlier that inadequate management and curation of Corps of Engineers' archaeological collections is resulting in the loss of a valuable component of our national heritage.

2. Over the past 15 years, the Corps of Engineers has spent approximately $165 million on the recovery of archaeological resources, but we have rarely addressed curation and conservation needs for these collections. The result is that many of our collections cannot be accounted for, and most show considerable evidence of neglect and deterioration. In point of fact, we appear to be walking a tightrope of compliance that may unravel on us.

3. These irreplaceable historical resources are an untapped asset which can be used to highlight the Corps' long-term commitment to "quality of life" initiatives. However, because of their poor management, they are rarely incorporated into any of the Corps' wide-ranging interpretive programs. In fact, they can become a source of considerable embarrassment with the potential for legal concerns similar to the hazardous and toxic waste problems experienced by some Federal agencies.

4. The following report contains a comprehensive survey of the St. Louis District's archaeological collections and documents the substandard condition in which we found most of these materials. It also includes recommendations for the rehabilitation of these collections under current agency and Federal standards, taking into full account the applicable laws and their intent.

5. At my direction, our staff has implemented a proactive curation management program which will coalesce and professionally curate these collections in two state repositories, making them more accessible to the Corps, researchers, and most importantly the American public who financed these endeavors. As part of our country's heritage, it seems inconceivable that we would address this any other way.

6. This report contains a comprehensive blueprint that could be used by all Districts in the management of their archaeological resources. I recommend that consideration be given to distribution of this plan to OCE for this purpose.

(Cont. . .)

7. In closing, I would add that the St. Louis District has the personnel and capability to lend organizational assistance to any District which requires expertise in archaeological collections management. Our collections will now be curated in professional collections centers, exhibited at our lakes, and used appropriately for research as befits a resource we hold in trust for the American people. To do otherwise not only violates Federal and agency policy and state and Federal laws but, more importantly, cheapens or ignores the emotional, educational, and scientific importance of these collections to the public.

8. This report demonstrates that the U.S. Army Corps of Engineers can do the job the right way!

James E. Corbin

JAMES E. CORBIN
COL, EN
Commanding

Executive Summary

Problem

Inadequate management of archaeological collections is resulting in a loss of our national heritage.

One of the St. Louis District's most important and seemingly intractable problems resulting from the national effort to protect our heritage is the processing and curation of collections of archaeological materials. Substantial archaeological collections have been recovered from District projects over the past 30 years and placed in university repositories and museums. However, curation of these materials has been largely substandard or ignored. As a result, the collections are deteriorating at an accelerating rate, and an unknown number of artifacts have already been misplaced or destroyed. In view of the extensive and rapid destruction of sites in the ground, the loss of this heritage, once thought to be preserved in museums and repositories for future study and public appreciation, is doubly alarming.

Background

Millions of dollars of federal funds were spent on recovery of archaeological resources, but did not address curation and maintenance needs. A 1988 inspection revealed that St. Louis District collections are deteriorating.

The St. Louis District is responsible for the management of cultural resources on District property and for the archaeological and historical resources removed from these lands. As mandated by federal law, agencies are required to ensure that all recovered archaeological materials and the associated records are adequately curated. These collections are the raw data generated by archaeological projects and, as such, represent a non-renewable resource. They are the only record of our national heritage for the prehistoric and early historic eras.

District collections are public property, the result of many years of archaeological research and the expenditure of millions of dollars of federal funds. A typical federally-sponsored mitigation program provides for the recovery of materials from archaeological sites, descriptive analysis of the recovered items, publication and circulation of a final report, and placement of collections in storage facilities for preservation and future study. In an earlier era, federal agencies gave little attention to how collections would be maintained once the salvage programs were completed. Most collections were stored gratis by universities and museums. However, inadequate funding and failing facilities now seriously impair the ability of these institutions to adequately care for collections. An inspection conducted by the St. Louis District from May-August, 1988 produced evidence documenting serious deterioration of collections as a result of this neglect.

Curation Facility Deficiencies

Curation facilities do not receive the financial support necessary for adequate preservation of archaeological collections.

Facilities housing St. Louis District collections have considerable problems fulfilling preservation and conservation responsibilities. Many institutions cannot readily identify or produce collections in their possession. Storage facilities are limited and/or deteriorated and records management is inadequate and, in some cases, nonexistent. Archaeological collections receive substandard curation primarily due to the fact that curation funding is not sufficient enough to provide the level of care necessary for their long-term survival. Although the potential for such problems was anticipated by curating institutions and informed Corps' personnel, no corrective measures were taken.

Corrective Action

Collections will be coalesced and upgraded and funding for future maintenance and conservation will be provided.

The St. Louis District will initiate a number of actions that will provide the level of care essential to the long-term preservation of archaeological materials. Collections will be coalesced into two repositories, one in Illinois and the other in Missouri, and cooperative agreements will be developed with these institutions for the provision of adequate curatorial services. A funding policy designed to upgrade, maintain, and preserve archaeological collections in perpetuity will be implemented.

Benefits

The St. Louis District and the state repositories will mutually benefit from this joint endeavor.

The benefits which will accrue to the St. Louis District are substantial. Most importantly, an irreplaceable national resource, for which the District is responsible, will be preserved and protected in perpetuity at levels of care mandated by legislative directives and Corps' regulations. Existing collections will finally be inventoried, accessioned, and catalogued, and all future collections resulting from St. Louis District contracts will receive proper conservation and curation. The designated state repositories will provide additional services which will also benefit the Corps. Land for construction or remodeling of curation facilities will be donated by the institutions, and they will assume all operational and maintenance expenses of the facilities. The repositories will develop curation courses and training programs to instruct St. Louis District and other Corps' personnel in all aspects of archaeological curation management. They will also construct museum exhibits at reservoir visitor centers and present public lectures on regional prehistory and history.

Conclusions

Archaeological resources will be protected and preserved for the benefit of future generations.

The corrective measures taken will enable the St. Louis District to meet minimum federal requirements of adequate long-term curation of archaeological collections while, at the same time, sharing curation costs with other institutions also willing to invest in the preservation of these valuable resources. By adopting this approach, the District has the opportunity to implement an efficient archaeologically oriented curation program that will serve its needs well into the next century.

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REPORT FINDINGS

Introduction

Curation of St. Louis District archaeological collections has always assumed a low priority.

The St. Louis District, Corps of Engineers has been involved with the management of archaeological resources removed from District property for over 30 years. At least 92 collection-generating projects were completed during this period. Vast quantities of archaeological materials salvaged from these operations are now stored in the repositories of ten curatorial institutions in Missouri and Illinois. Over the years, Corps personnel have become increasingly aware of the inability of most institutions to provide the necessary collection maintenance and storage environment essential to the long-term preservation of these materials. The problem centers around two unanswered questions:

(1) What level of curation is required to insure the long-term preservation of archaeological materials?

(2) Whose responsibility is it to fund long-term curatorial activities?

A major source of the problem is that the numerous laws establishing federal ownership of archaeological materials did not provide agencies or repositories with clear guidelines for provision of financial support necessary for long-term curation. To date, this support has been minimal, and curation has been largely substandard or ignored, resulting in the slow deterioration of the collections.

Legislative Authority and Agency Regulations

Legislative authority and agency regulations supporting curation of archaeological materials are well established.

Legislation providing for the preservation of the nation's cultural resources was first enacted in 1906 with the passage of the Antiquities Act (P.L. 59-209). Curation of materials removed from federal property is specifically addressed and required as a condition of permit. The Historic Sites Act of 1935 (P.L. 74-292) broadened the scope of the federal focus on the stewardship of antiquities. This legislation addresses the preservation of documents, drawings, records, and other such "non-artifactual" data. Implicit in the Act is the assumption that such data are to be curated along with the artifacts.

Authority for the continued preservation of resources of national significance recovered from areas of dam and reservoir construction was granted in 1960 by the Reservoir Salvage Act (P.L. 86-523). The National Historic Preservation Act of 1966 (P.L. 89-665) expands this protection to include resources of regional, state, and local signifigance. The Act, as amended in 1980, clearly specifies that preservation of recovered resources is mandated. The terms "preservation" and "historic preservation" are defined to include: ". . . identification, evaluation, recordation, documentation, curation, stabilization, maintenance and reconstruction, or any combination of the foregoing activities."

The Archaeological Resources Protection Act of 1979 (P.L. 96-95) provides additional protection to archaeological sites and promotes the dissemination of archaeological information. It also directs the Secretary of the Department of the Interior to issue regulations governing curation of all archaeological collections recovered from federal lands.

In response to this federal mandate, the U.S. Army Corps of Engineers issued ER 1130-2-433 in September, 1984. The regulation is quite specific in its intent:

> "The Corps has under its guardianship a significant portion of the Nation's cultural materials which are recognized by public law as important aspects of our cultural heritage. Preservation of this cultural heritage for scientific purposes and for the benefit and appreciation of present and future generations requires that these recovered cultural materials and their associated documentation be properly housed and curated."

The purpose of ER 1130-2-433 is to provide general policy and guidance concerning the storage and curation of archaeological and historic materials, data, and records recovered in conjuction with Corps' Civil Works activities. The regulation directs District commanders to identify and inventory collections under their jurisdiction and make arrangements for their continued preservation in a suitable curatorial repository. However, the curation guidelines and standards applicable in 1984 (36 CFR Part 66) are very general and often vague. Neither federal officials nor repository personnel knew what was required of them. The regulation did not solve the problem of arriving at equitable, workable, and cost-effective arrangements for the long-term preservation of the collections, but did acknowledge that universities, museums, and other public and private institutions which accepted unfunded storage and curatorial resposibilities could no longer bear this financial burden alone.

In August, 1987, the Department of the Interior published the long-awaited proposed curation rule (36 CFR Part 79) that establishes definitions, standards, procedures, and guidelines to be followed by federal agencies. Under these regulations, it is the agency's responsibility to determine that all repositories housing existing and future federal collections have the capability of accessioning, labeling, cataloging, maintaining, inventorying, and conserving these collections on a long-term basis using common museum practices. Minimum capability requirements for repositories are clearly established (see Appendix I). The rule also proposes a number of ways for agencies to fund the necessary curation activities. Publication of the final rule in the Code of Federal Regulations is expected in 1990.

The Corps convened a task force in January, 1990 to rewrite ER 1130-2-433, bringing it into compliance with the new rule. Presently under review, this regulation establishes standards and operational procedures for curating Corps-owned archaeological collections. An inventory of all collections in each District is a major component of the regulation. Minimum standards for curation facilities and for the preparation of collections for storage are also addressed. In addition, funding mechanisms for curation are clearly defined. These considerations had been absent in the older edition of ER 1130-2-433. The establishment of curation standards and funding responsibility is an important step forward for the Corps in historic preservation.

Survey of St. Louis District Collections

Identification of archaeological collections managed by the District consisted of contract and report review, inspection of curation facilities, and a sample inventory of collections.

Procedures

In an attempt to comply with ER 1130-2-433 and in anticipation of implementation of 36 CFR Part 79, the St. Louis District, Corps of Engineers conducted an inspection in 1988 of all curation facilities which house District collections. The purpose of the inspection was to:

1. Examine the facilities which curated District property.
2. Inventory District collections.
3. Determine if the District's curation activities were in compliance with existing federal laws and regulations.

The first task was to identify the numerous contracts negotiated by the St. Louis District over the past 30 years for archaeological salvage. An attempt was then made to identify reports and collections associated with the various contracts. A formal questionnaire (see Appendix II) was devised to elicit enough background information on the repositories to permit implementation of an efficient and adequate inventory of collections. Specific information was sought on a repository's capabilities of conforming to basic curatorial standards as specified in 36 CFR Part 79. Current operational state of the repository and its plans for the future were of particular concern, especially its ability to standardize operations and maintain adequate control over District resources. Corps personnel then visited each repository, conducted interviews with curatorial staff, and personally inspected the collections and associated documentation.

Findings:

In all, some 92 collections, totaling over 3,400 cubic feet of artifacts and associated records, are under the jurisdiction of the St. Louis District. These materials are stored in ten different repositories, seven in Illinois and three in Missouri. Several collections, which have since been returned, were located in repositories at the University of New Mexico, the University of Massachusetts, and Ohio State University. A number of outstanding collections have not been returned. The repositories and the cubic feet of District collections they house are shown in Table 1:

TABLE 1

ST. LOUIS DISTRICT COLLECTIONS BY REPOSITORY

Institution	State	Collections (cu. ft.)
University of Missouri-Columbia	MO	1900
University of Missouri-St. Louis	MO	49
University of Missouri-Naylor	MO	36
Southern Illinois University-Carbondale	IL	494
University of Illinois.	IL	356
Illinois State Museum	IL	264
Center for Amer. Archeology-Kampsville	IL	269
Southern Illinois University-Edwardsville	IL	40
Illinois State University	IL	8
American Resources Group, Ltd.	IL	1
	TOTAL	3417cu.ft.

Almost all curation facilities have physical plant deficiencies relating to structural integrity, maintenance, environmental control, security, and protection from fire and flood disasters.

Status of Physical Facilities: Physical conditions at repositories were almost uniformly substandard. There are serious problems relating to:

1. Adequacy of storage structures: Most buildings functioning as repository facilities are woefully inadequate (see Figure 1). They are neither designed for nor adapted to the requirements of a modern curation center. In most cases, institutions make do with whatever space they can acquire from their governing bodies. These are usually substandard areas or buildings with major structural and functional deficiencies. The few facilities that were constructed to house artifact collections were poorly designed and do not provide the environment required for long-term curation. Most facilities are running out of available storage space and do not have the financial capability to acquire additional space.

2. Maintenance of facilities: While most facilities receive some measure of janitorial service, it was obvious that it was not on a regular basis. In most cases, the repository rooms are dirty and shelving and collection boxes are covered with dust. Artifact storage areas are also cluttered with other materials such as excavation equipment, supplies, and surplus materials and furniture (see Figure 2).

3. Environmental controls: Environmental monitoring is nonexistent in all but one repository (see Figure 3). Most facilities are heated and air conditioned, but in several instances temperature controls are used only when

staff are present in the building. There are extreme temperature fluctuations in many facilities. While most repositories provide some degree of pest control, no consideration is given to the adverse effects of pest control chemicals on the artifact collections, containers, or documentation.

4. Security: Repositories are locked and there are no documented cases of loss from unauthorized entry. However, the potential for such a loss is great (see Figure 4). Many storage facilities are isolated from administrative and research areas and do not have full-time personnel located there. Access to collections is usually limited to a select number of employees, but in some instances control over access is lax.

5. Protection from fire and water damage: Portions of two repositories have already been destroyed by fire. The physical condition of many of the existing facilities and lack of fire suppression systems make them quite susceptible to a similar disaster (see Figures 5 and 6). Three repositories are experiencing major water damage from leaking roofs, and collections in two other facilities have experienced water damage from internal failures (see Figures 7 and 8).

Some collections cannot be accounted for and most show evidence of neglect and deterioration.

Status of Collections: Identifying the supposed repository for a collection and actually finding the collection proved to be two different matters. Only six of the ten repositories could produce all collections they are responsible for curating. Collections in five repositories have experienced water damage (see Figures 9-11) and some District collections may have been lost in fires. A number of collections cannot be accounted for and an unknown number of artifacts have been misplaced or destroyed.

Time is taking its toll on collections. Those excavated 15 to 20 years ago are showing serious signs of neglect and deterioration. Boxes are frequently over-stacked, sagging, over-packed, and torn (see Figures 12 and 13). Containers rarely conform to a standard size (see Figures 14 and 15). Labels and binding tape are loose (see Figures 16 and 17). Paper bags are torn and their contents scattered (see Figures 18 and 19). Bag labels written in pencil are fading. Many artifacts were never cleaned or labeled. Even more recently excavated collections are showing the results of inadequate care. In fact, most new collections were never properly prepared for long-term curation (see Figures 20 and 21).

Repositories do not have complete and accurate records relating to the collections they curate. Archival preservation of documentation is virtually nonexistent.

Status of Documentation: None of the repositories housing St. Louis District collections have complete and accurate records documenting the recovery and analysis of artifactual materials (see Figures 22 and 23). Because of inadequacies in records management procedures, many of the repositories cannot readily identify or locate all District collections in their possession. In some cases the documentation has been lost. Some

collections managers in the past did not consider collection documentation a part of their curatorial responsibilities. As a result, the records for some collections were never turned over to curation facilities. In other instances, records were lost due to long-term neglect.

Archival-quality conservation practices were rarely observed. Paper documents are not filed in acid-free folders, photographs, slides, and negatives are not individually isolated and inserted in chemically inert sleeves, and maps are not stored flat in metal map cases. Temperature and humidity is not monitored or adequately controlled. No records are housed in fireproof cabinets. In only one instance had the documents been reproduced and a copy stored in a separate location (see Figures 24 and 25).

Inability to establish adequate collection management controls is a major cause of collection deterioration.

Status of Collection Management Controls: Table 2 illustrates the wide range of responses to questions seeking information on a repository's ability to organize, manage, and make available its collections:

TABLE 2

REPOSITORY COLLECTION MANAGEMENT CONTROL

Type of Control	Yes	No	Partial	No Data
Collection Management Policy	3	5	1	1
Records Management Policy	3	6	—	1
Inventory Policy	1	8	—	1
Minimum Standards for Acceptance	5	4	—	1
Accession Record	4	3	2	1
System of Site Record Administration	9	—	—	1
Deaccessioning Guidelines	2	7	—	1
Field Curation Guidelines	5	4	—	1
Published Guide to Collections	—	9	—	1
Computerized Data Base Management	3	4	2	1

No repository uses all controls in the management of their collections. However, the negative responses to questions on policy provide one explanation for the deteriorated condition of the collections.

St. Louis District Deficiencies

The St. Louis District must share responsibility for the deteriorated condition of its collections.

The blame for substandard collections management does not rest entirely with the curation repositories. The St. Louis District's internal controls over collections are inadequate. Initial receipt and subsequent transfer of artifacts by repositories is not recorded. The District also lacks information on most artifact collections removed by permitters during excavation. In addition, there are no records or system of maintaining accountability over artifacts curated at non-federal facilities. In summary, the St. Louis District has no inventory of the collections for which it is responsible, and until this inspection, had no general assessment of the condition of the collections.

Summary

Immediate corrective action must be taken to stabilize collections and enhance their preservation.

All institutions housing St. Louis District collections were found to have their own unique problems. Some do a better job of curation than do others. Only one facility, however, came anywhere close to meeting acceptable curation standards in caring for collections (see Figures 26 and 27). It must be noted, however, that the conditions described above are not unique to repositories housing St. Louis District collections. Federal agencies and repositories across the country are faced with similar situations. Well-informed representatives from the archaeological community and the federal government have warned repeatedly of an imminent crisis in curation. The above findings illustrate that the situation is very serious and immediate corrective measures are necessary. (See Appendix III for more detailed summaries of individual repositories).

Recommendations

1. Coalesce Collections. Recommend that St. Louis District archaeological collections be coalesced into two curation centers (one in Illinois, one in Missouri) that will provide the level of care essential to the long-term preservation of these collections. This phase of the program is **completed**.

2. Develop Cooperative Agreements. Recommend that long-term cooperative agreements be developed with the Illinois State Museum, and the University of Missouri-Columbia for professional curation services that meet current Federal standards. This phase of the program is **completed**. (See Appendix IV for example of cooperative agreements.)

3. Rehabilitate Existing Collections. Recommend that a funding policy designed to stabilize, preserve, and manage existing archaeological collections be implemented. This phase of the program has been **initiated**. (See Appendix IV for example of funding policy.)

4. Develop Curation Standards. Recommend that a set of archaeological collections standards, incorporating the guidelines outlined in 36 CFR Part 79, and ER 1130-2-433 be developed to ensure that all future archaeological collections be curated in a uniform fashion and maintained professionally. This phase of the program is **completed**. (See Appendix IV for example of curation standards.)

5. Develop Public Exhibits. Recommend that the designated curation centers construct a periodic museum exhibit at each St. Louis District reservoir using Corps archaeological collections to illustrate the prehistory and history of the region. This phase of the program has been **initiated**.

6. Present Public Lectures. Recommend that the designated curation centers present public lectures at each St. Louis District reservoir discussing the prehistory and history of the regions. This phase of the program has been **initiated**.

7. Archives Management Program. Recommend that an archives management program be developed at the University of Missouri-Columbia to stabilize damaged archaeological records. This phase of the program is **completed**. (See Appendix V for example of the archives catalog.)

STATUS OF PHYSICAL FACILITIES

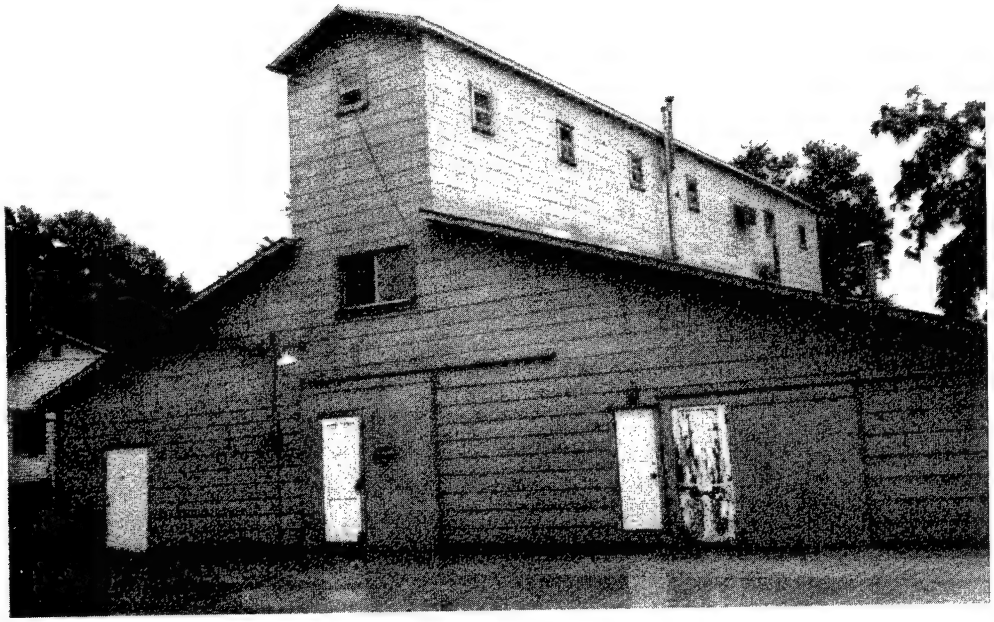


Figure 1: Granary used as a repository. The building does not conform to federal standards for archaeological curation.

Figure 2: Maintenance of facilities is often substandard. Artifacts are scattered on the floor in this facility.

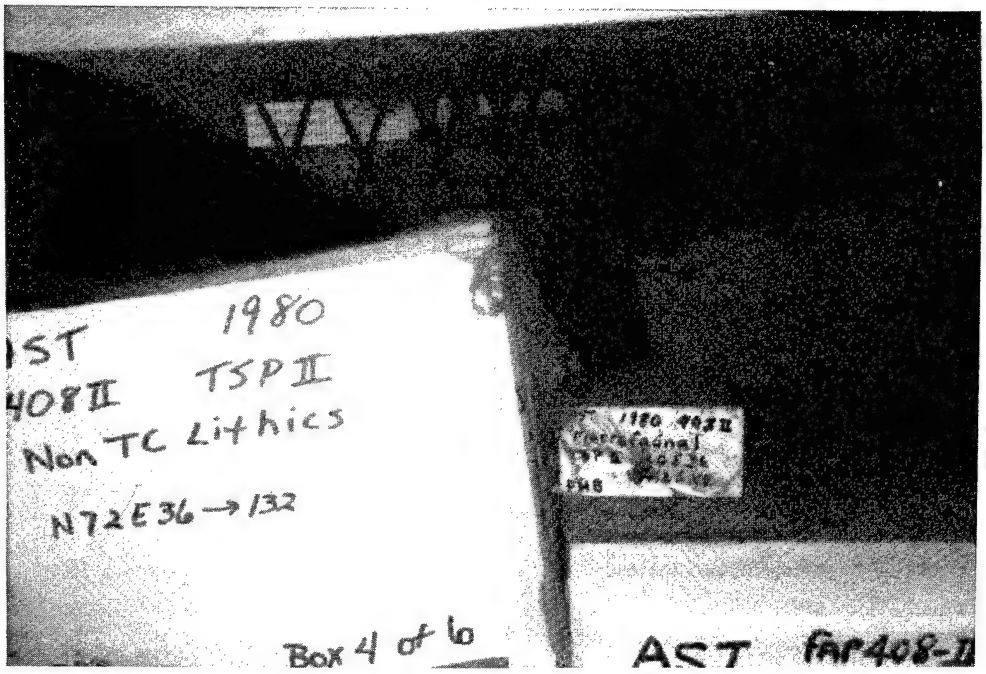


Figure 3: Environmental controls at most facilities are non-existent. These artifacts are subjected to excessive dust and cobwebs resulting from open ventilation.

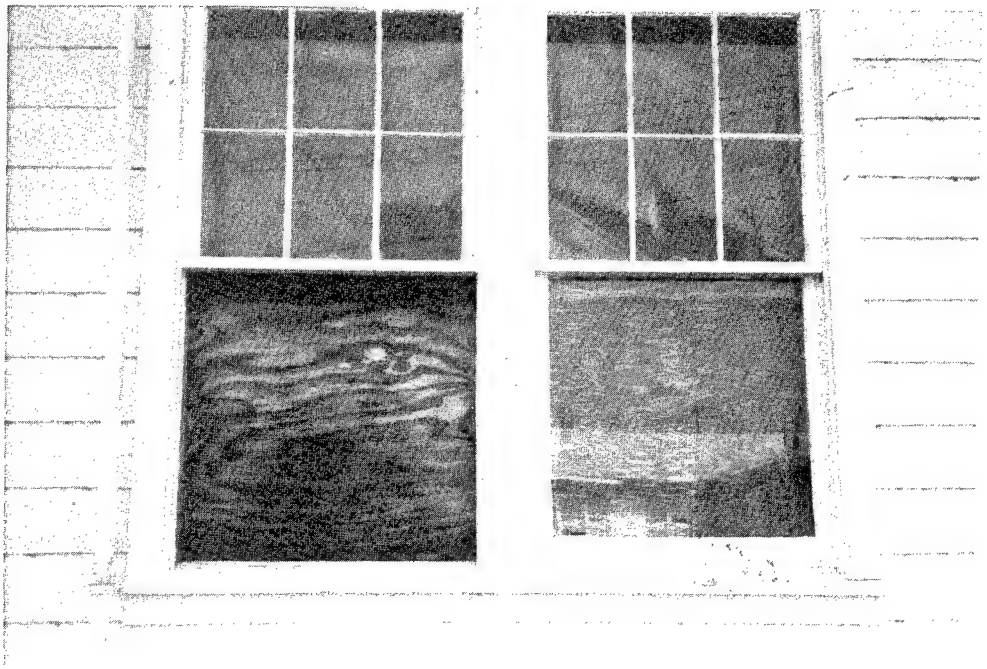


Figure 4: Isolated facilities and substandard maintenance offer the potential for unauthorized entry.

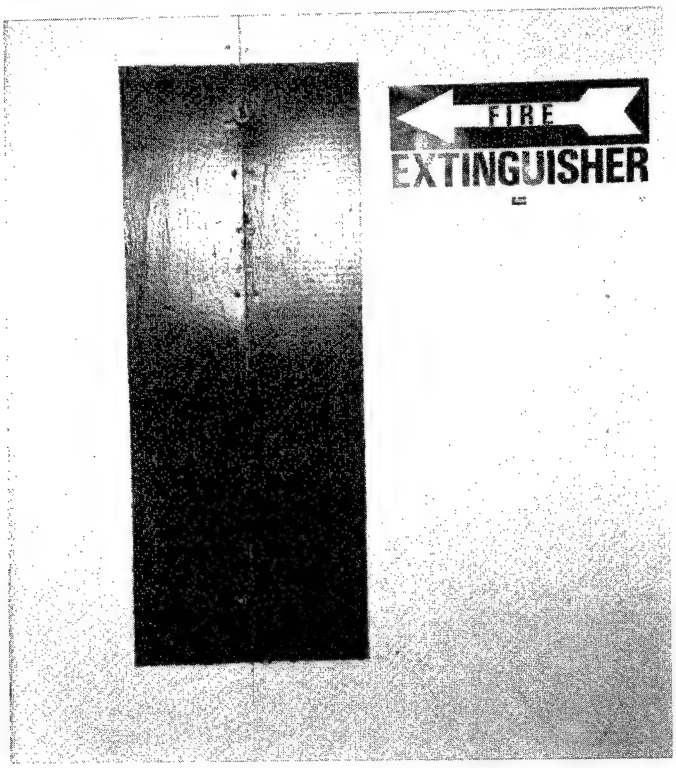


Figure 5: Inadequate fire suppression systems were observed at most repositories.

Figure 6: Cluttered storage areas, exposed wiring, and overhead water pipes endanger collections.

Figure 7: Attempt to protect collections from a leaky roof.

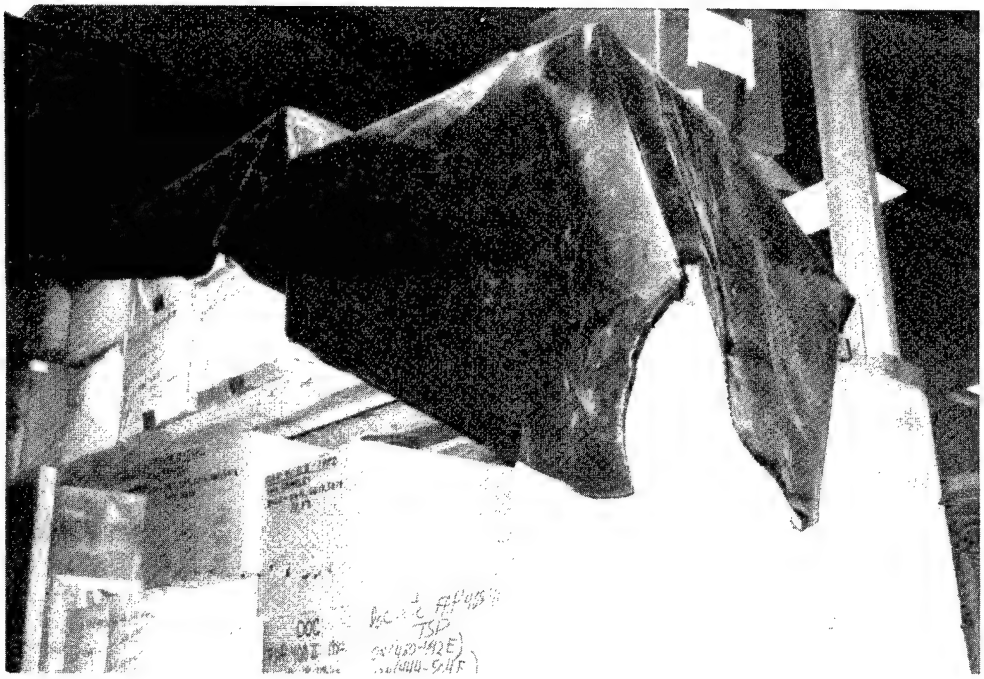
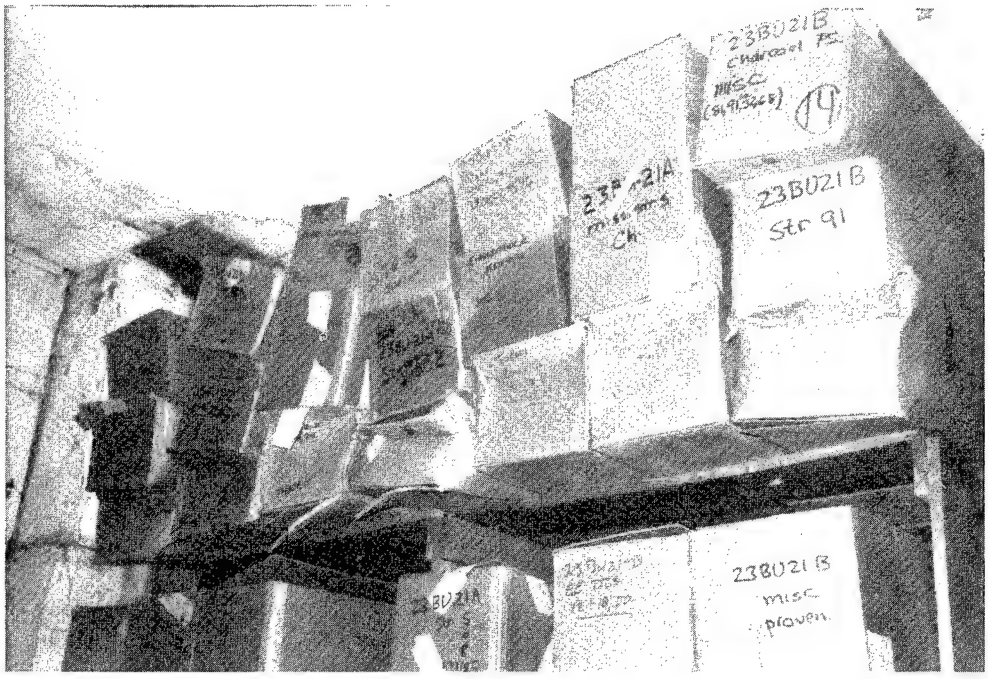


Figure 8: Water damage from a leaky roof, and improper storage endangers collections.



STATUS OF COLLECTIONS

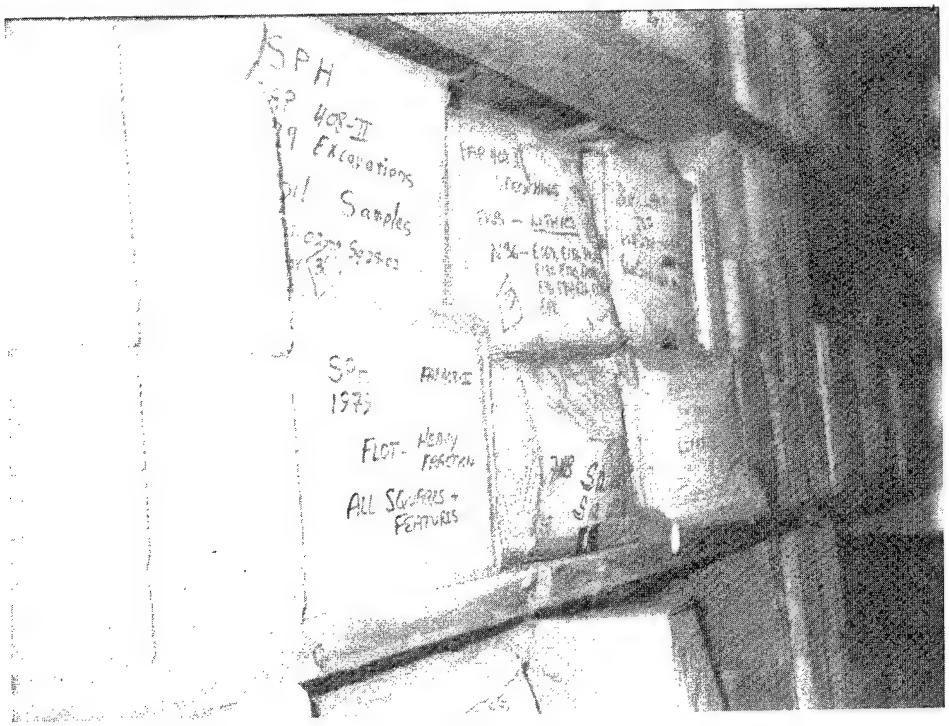


Figure 9: Water damage is destroying these artifact boxes.

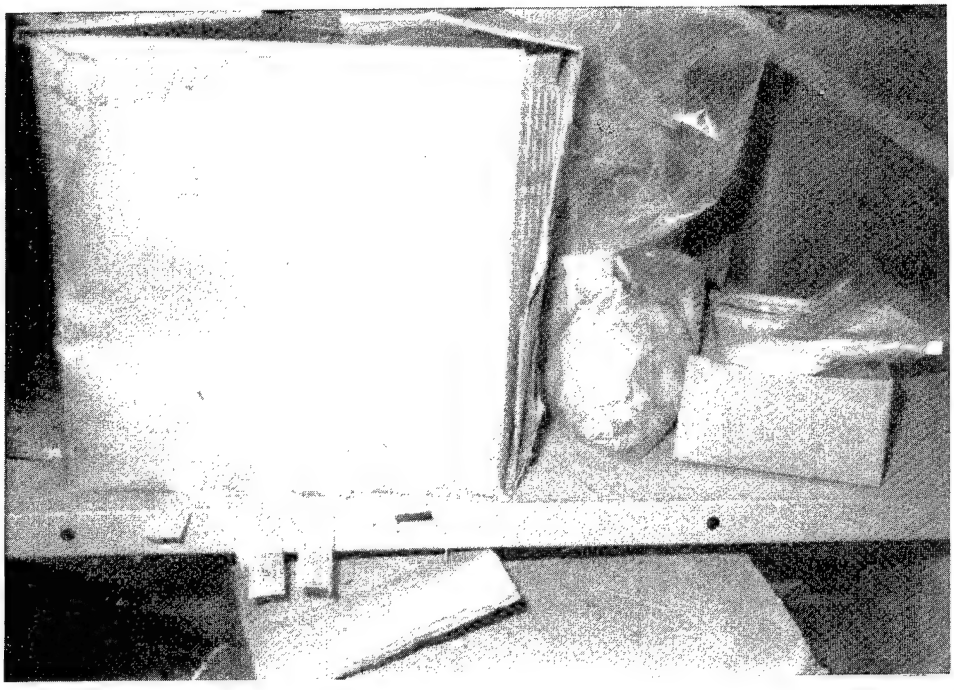


Figure 10: Example of extreme water damage.

Figure 11: Water damage destroyed the contents of this box.

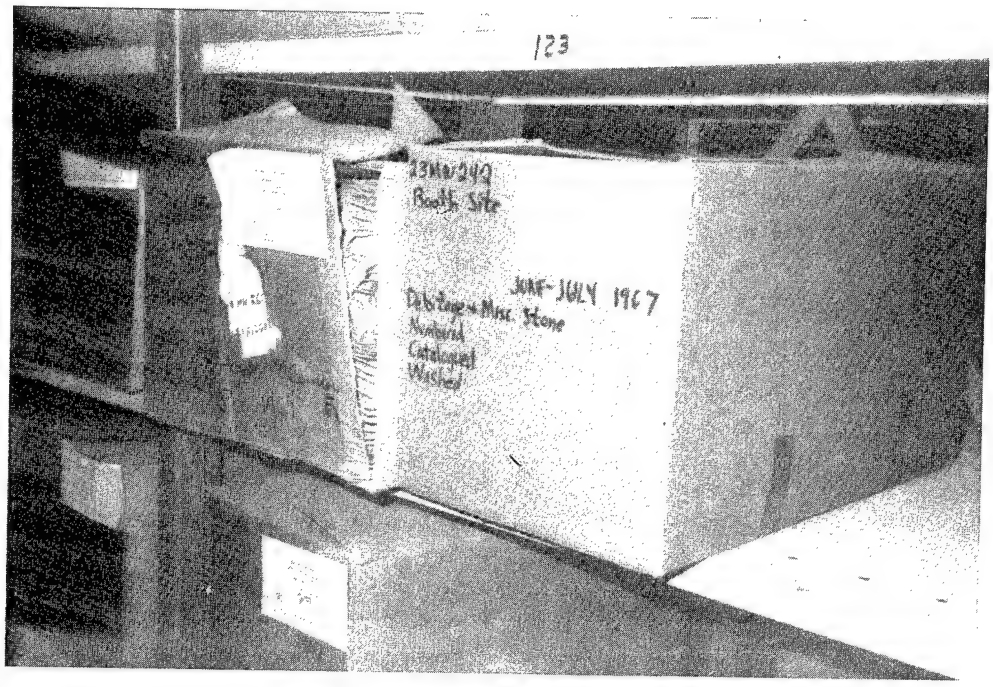


Figure 12: Container damaged through over-packing.

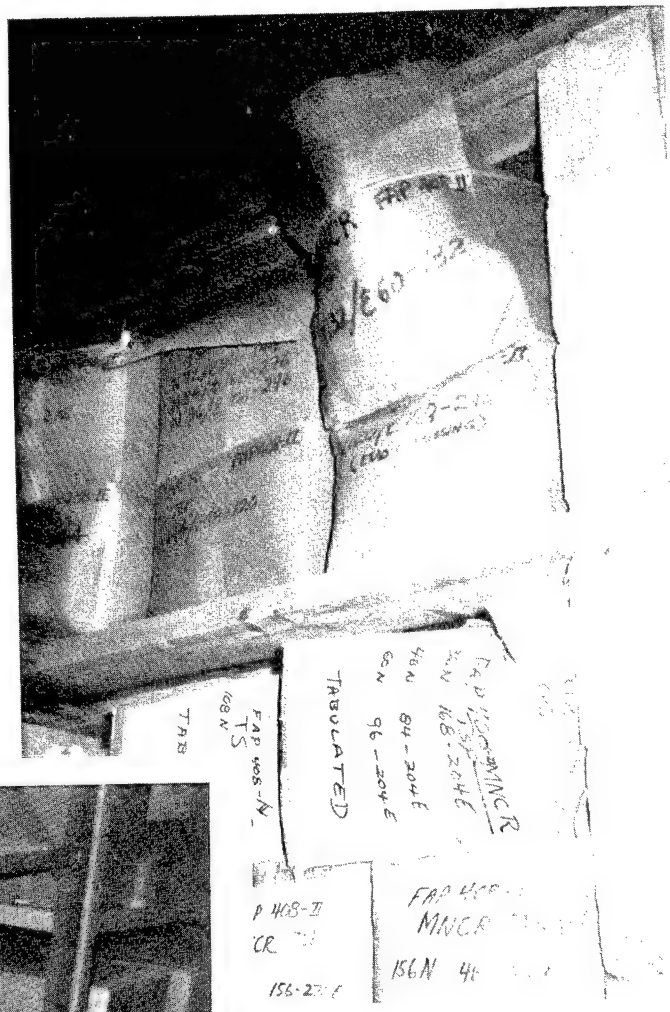


Figure 13: Damaged artifact boxes caused by improper packing and stacking.

Figure 14: Boxes without lids hasten the destruction of collections.

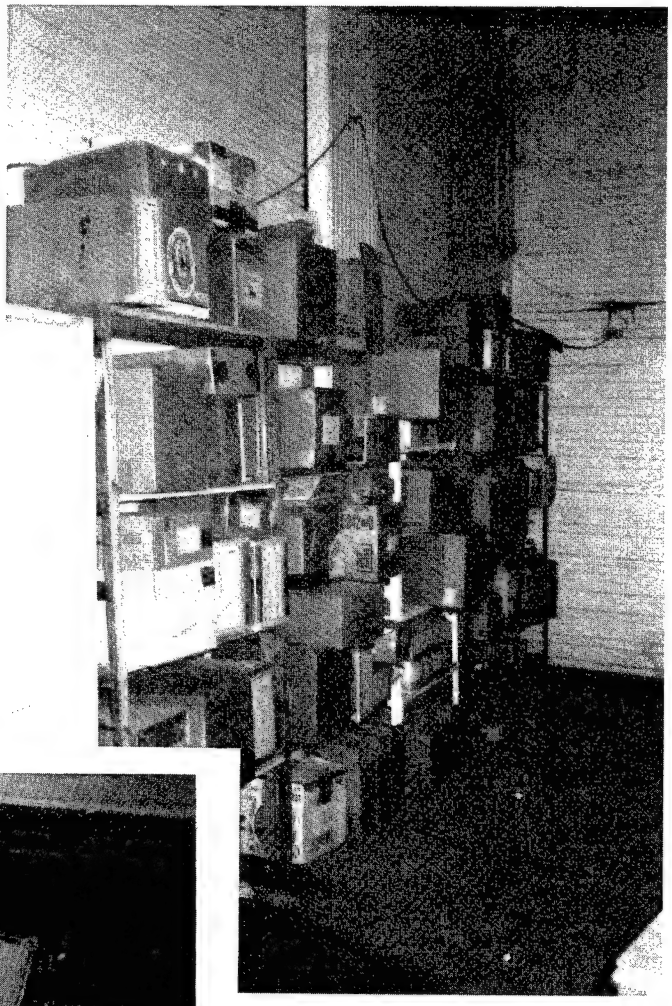


Figure 15: Containers of nonstandard size make it difficult to manage collections.

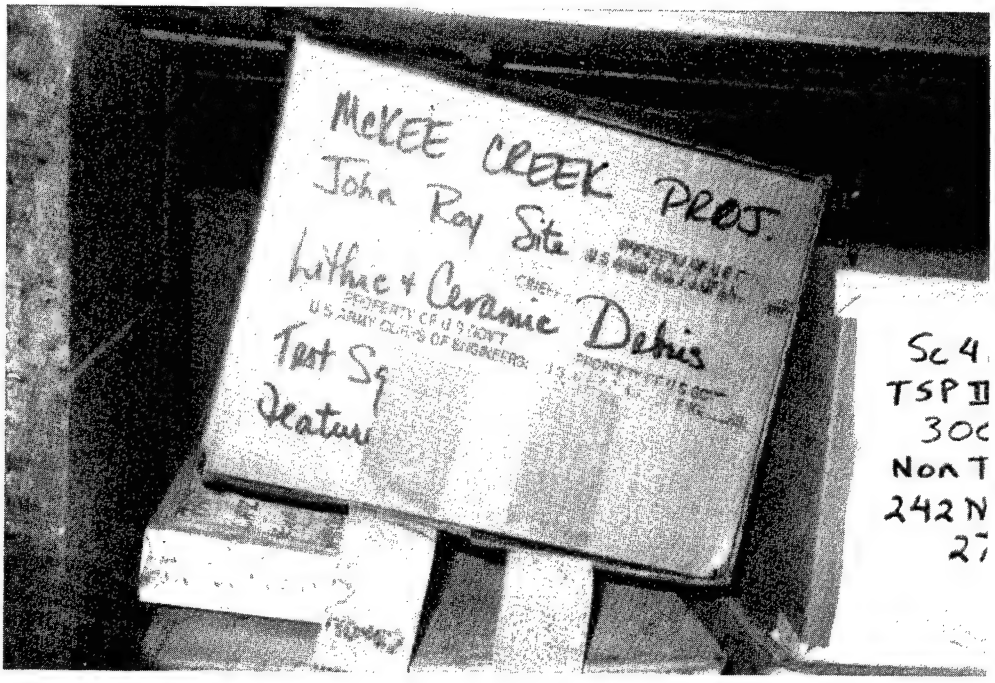


Figure 16: Loose binding tape caused by excessive levels of humidity.

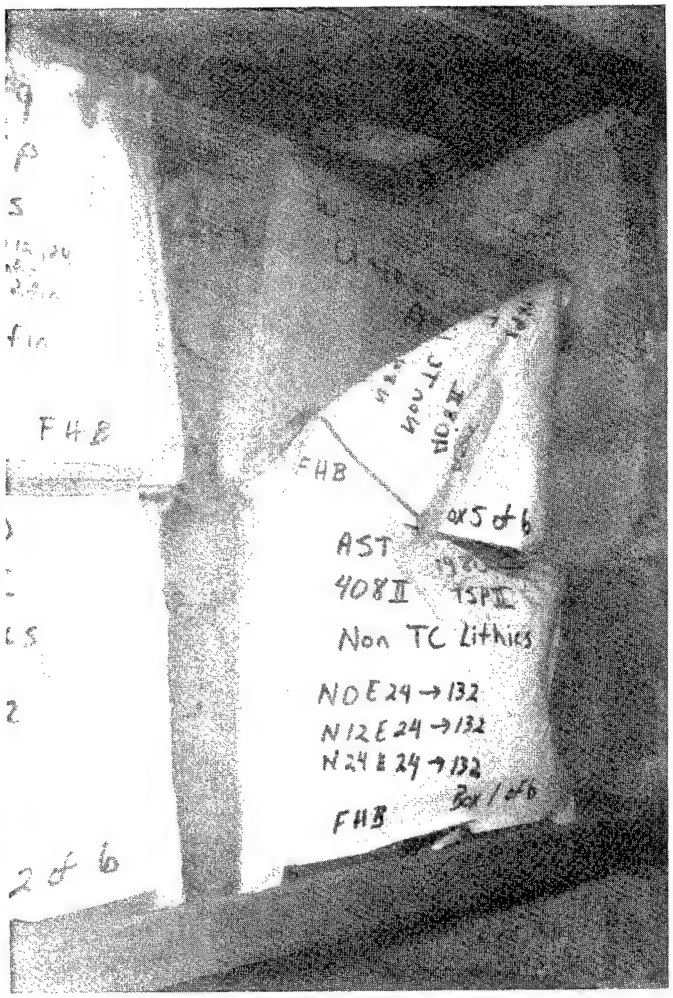


Figure 17: Provenience labels are frequently lost when collections are exposed to excessive humidity levels.

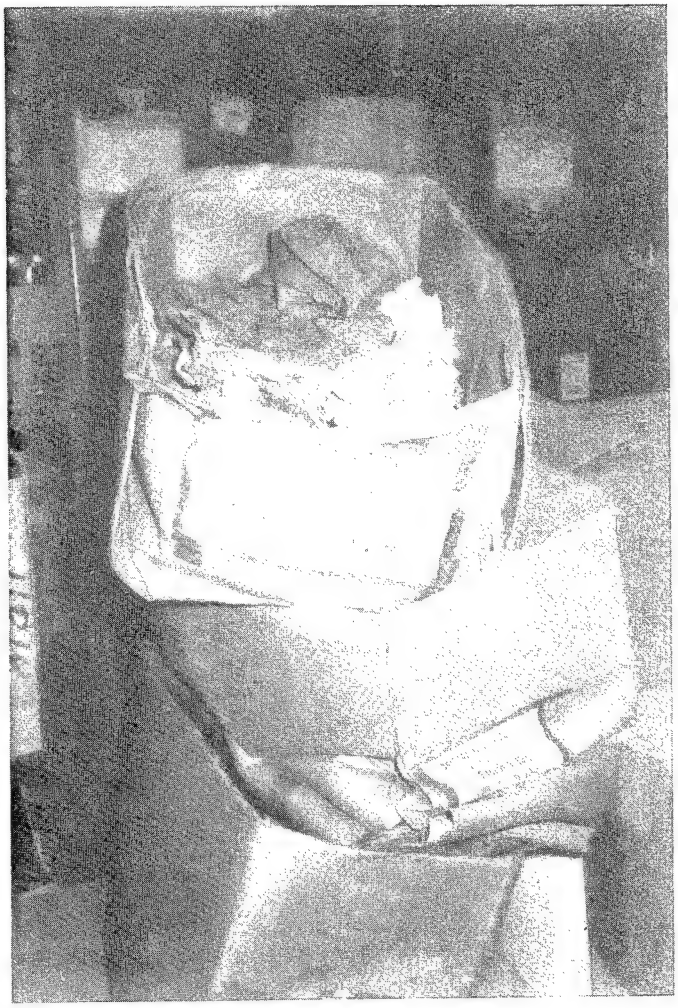


Figure 18: Artifact bags deteriorate rapidly once boxes are destroyed.

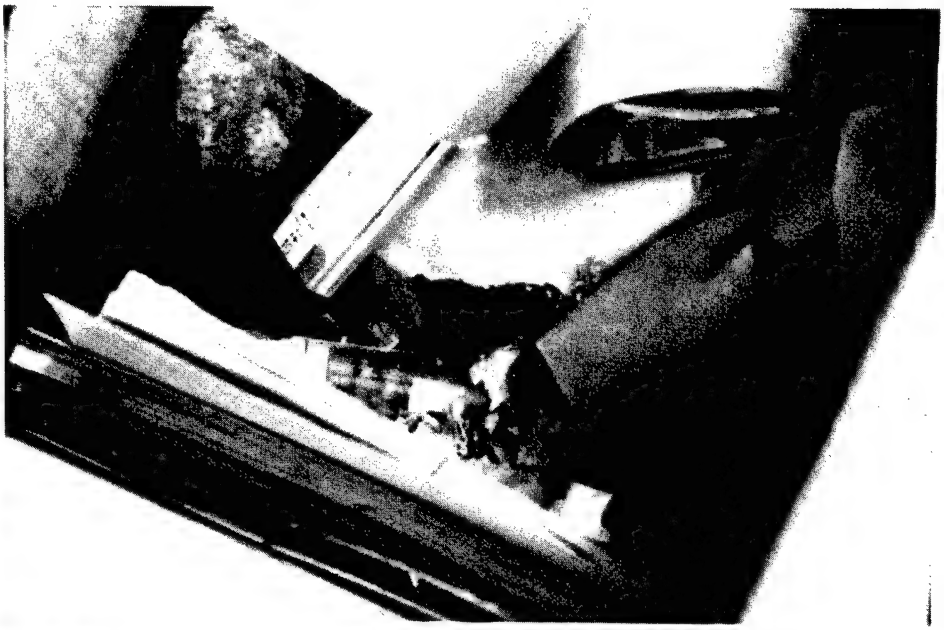


Figure 19: Paper artifact bags provide excellent material for rodent nests when a facility has no pest control program.

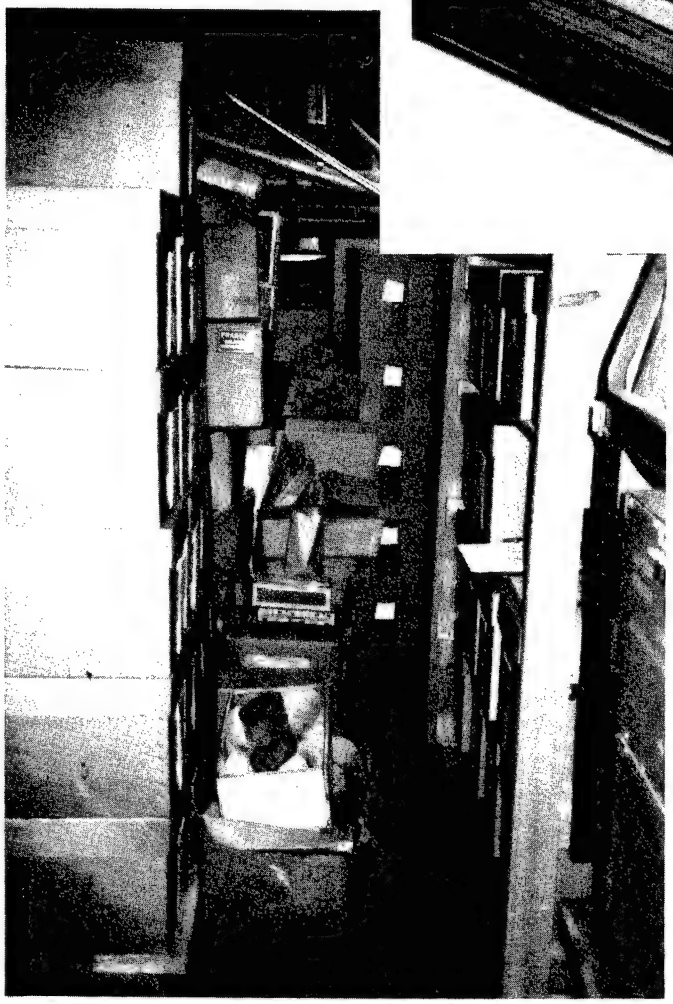
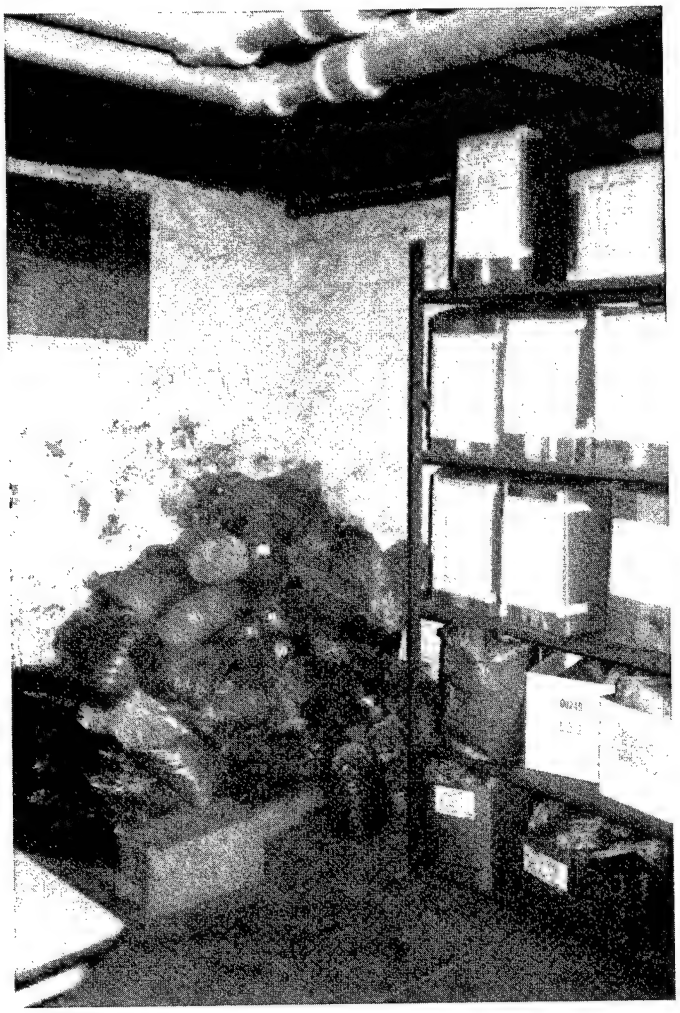


Figure 20: Uncataloged and unprotected artifacts from a 1980 excavation.

Figure 21: Improperly stored collections excavated in the mid-1980s.



STATUS OF DOCUMENTATION

Figure 22: Substandard records management results in loss of information, impairing the usefulness of collections.

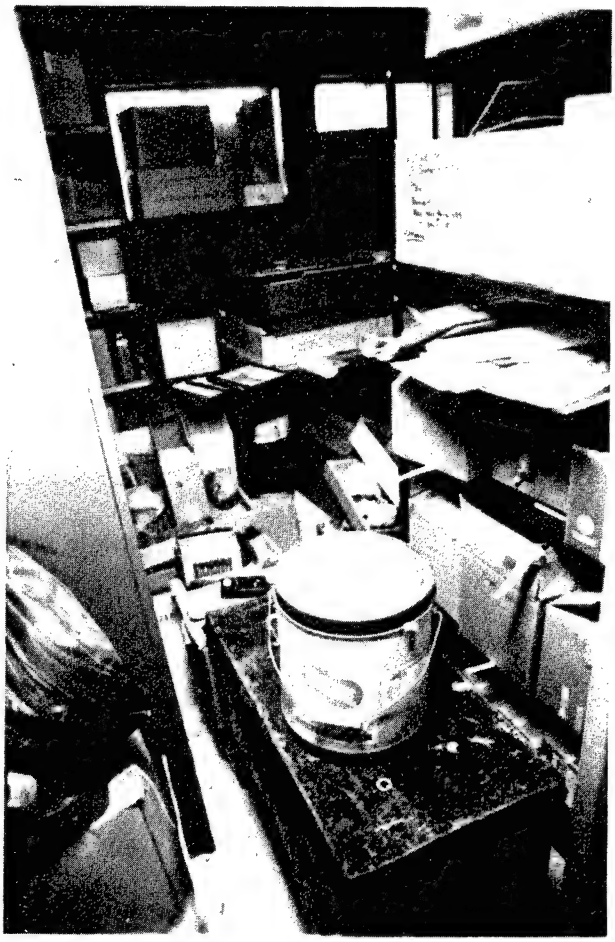


Figure 23: Archaeological documentation for a large Corps project is not receiving the care necessary for its long-term survival.

PROFESSIONAL RECORDS MANAGEMENT

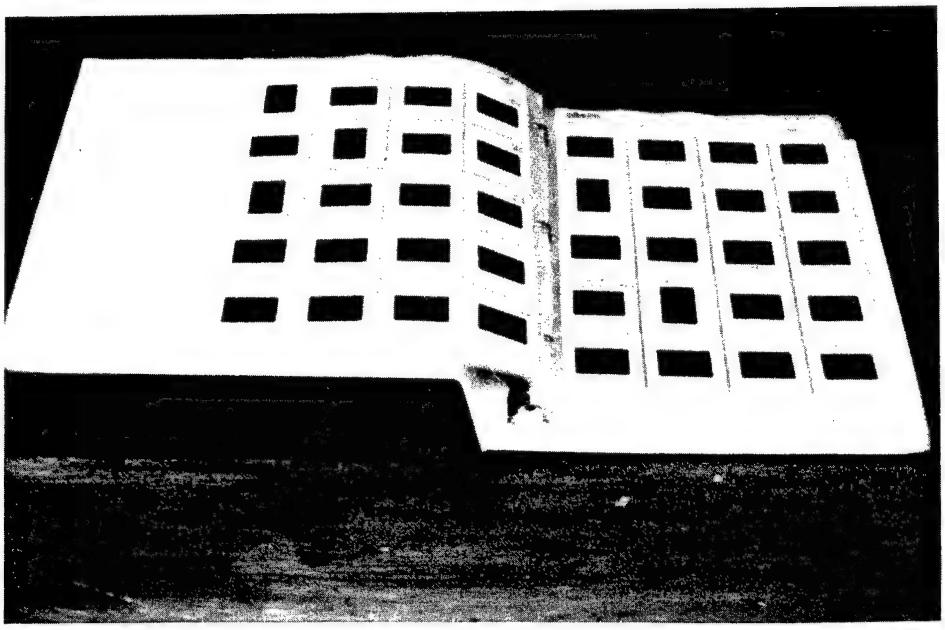


Figure 24: An example of professional records management. Slides are stored in acid-free sleeves and binders in a temperature controlled environment.

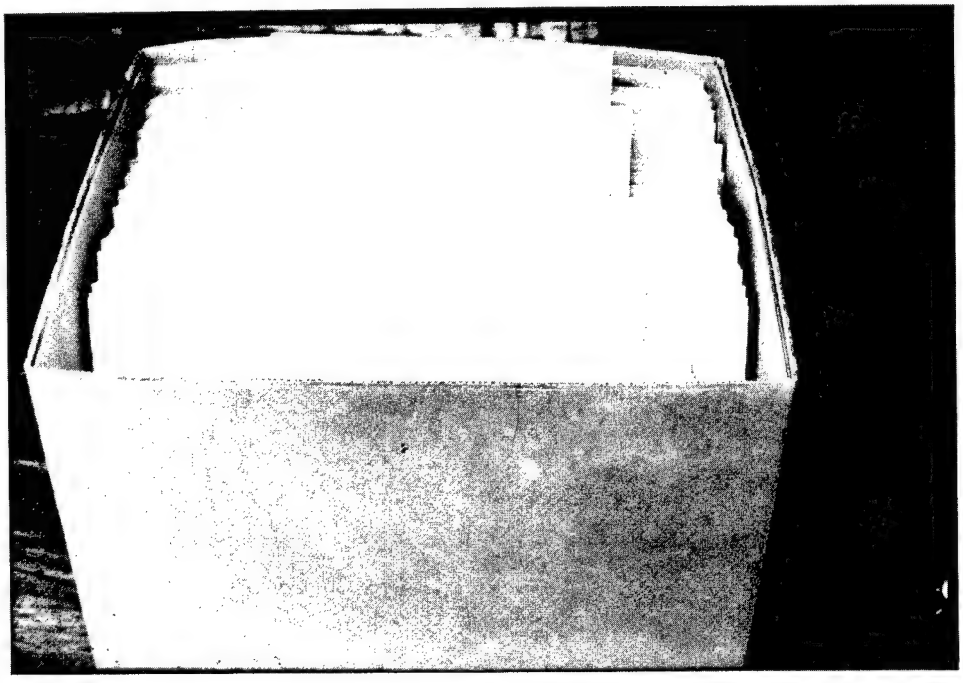


Figure 25: Professional records management. Records are cataloged and then placed in acid-free folders and containers. Stored in a temperature controlled environment these records are assured maximum protection.

PROFESSIONAL COLLECTIONS MANAGEMENT

Figure 26: Professional collections management. Artifacts are housed in a temperature controlled environment with limited access, assuring maximum security. The St. Louis District now curates some collections in this facility.

Figure 27: Professional collections management. These artifacts are accessioned, cataloged, and stored in acid-free boxes, ensuring their stability and easy retrieval.

APPENDIX I

Curation Of Federally-Owned And Administered Archaeological Collections - 36 CFR Part 79, Proposed Rule August 28, 1987 (Summary)

Minimum Capability Requirements For Repositories (Summary)

Repositories storing collections belonging to federal agencies must have the capability to accession, label, catalog, maintain, inventory and conserve the collections on a long-term basis using common museum practices. Proposed minimum capability requirements are:

1. Repositories must maintain complete and accurate records of the collections.
   a. All acquisition records, descriptive information, photographs, negatives, slides, maps, catalog lists, information on the location and condition of collections, and records of loans, deaccessions, transfers, exchanges, and inventories must be retained.
   b. A periodic inventory and inspection of records must be conducted.
   c. Records must be maintained on lost, damaged, or destroyed government property.
2. Repositories must store records in such a manner as to protect them from theft and fire.
   a. Records must be stored in an insulated, fire resistant, locking cabinet or other container with a fire suppression system.
   b. A duplicate set of records must be stored in a separate location.
3. Facilities, equipment, and space must be adequate to effectively store and conserve collections while making them available for study.
4. Collections must be stored under physically secure conditions.
   a. Repositories must meet local electrical, fire, building, health, and safety codes.
   b. Repositories must have an appropriate and operational fire detection and suppression system and an intrusion-detection and deterrent system.
   c. Repositories must provide valuable items with additional security, (i.e. a safe, vault, or museum specimen cabinet).
   d. Repositories must provide limited and controlled access.
   e. Repositories must be inspected on a regular basis and necessary actions must be taken to maintain the integrity of the collections.
5. Staff responsible for caring for collections are required to have the expertise appropriate to the particular material remains and records, and meet pertinent professional qualifications.
6. Materials and records should be protected from possible deterioration from adverse temperature, relative humidity, visible light, ultraviolet radiation, dust, gases, mold, fungus, insects, rodents, and general neglect.
7. Periodic inspections and inventories will be conducted.
8. Repositories must provide collection access to researchers.

APPENDIX II

Survey Questionnaire Used in Evaluation Of Collections Facilities

Part 1
General Repository Information

1. Does the repository have written minimum standards for the acceptance of archaeological collections? (If yes, describe or attach copy).
2. Does the repository have a comprehensive plan for curation? (If yes, describe or attach copy).
3. Does this plan address:
   a. Receipt of materials?
   b. Processing of materials?
   c. Use of materials?
   d. Future preservation?
4. Is there a master catalog for collections?
5. Are the files cross-indexed?
6. Are all materials (artifacts and documentation) accessioned upon receipt?
7. Is the location of the collection within the repository identified in the accession file?
8. Has this information been kept up-to-date?
9. Does the repository maintain a file of documented property receipts?
10. Is there a registration record and/or a copy of the initial inventory?
11. Are there established procedures for periodic inventory?
12. When were the collections last inventoried?
13. Are collections from individual sites stored as a unit? (If no, describe procedure).
14. Are collections for the same region stored together? (If no, describe procedure).
15. Are collections and documentation readily accessible?
16. Is storage space adequate for housing the collections? (If no, describe storage conditions).
17. How much space is devoted to storage?
18. What are the anticipated storage and handling requirements to adequately maintain collections for the next twenty years?
19. Is access to collections controlled by curational personnel?
20. Do others have access to the collections? (If yes, describe).
21. Describe the repository's policy regarding access to collections by researchers?
22. Has the repository ever been the victim of a security failure? (If yes, describe).
23. What are the loan procedures for collections?
24. Does the repository use automated data processing techniques to manage its collections? (If yes, describe).
25. Does the repository publish a list of the collections it retains?
26. Does the repository publish field curation guidelines for researchers depositing collections? (If yes, describe or attach copy).
27. Is there a deaccessioning policy? (If yes, describe or attach copy).

28. Does the catalog identify those artifacts or parts of artifacts that have been destroyed through analysis (e.g., C14 or neutron activation)?
29. Is there a system of site record administration in place? (If yes, how is it organized?).
30. Are there cooperative agreements with other institutions to standardize registration and cataloging procedures? (If yes, describe).
31. Is the repository privately owned or associated with a university?
32. How is curation financed?
33. Is there a full-time curational staff?
34. How large is the staff?
35. Describe their formal curational training?
36. What are their primary responsibilities?
37. Describe any definite plans for the upgrading of the curation program?
38. What do you see as the primary responsibility associated with each collection?
39. How well do you feel you meet your curation responsibilities?
40. What size budget do you feel would be adequate to meet your curation responsibilities?
41. Does recovery of archaeological material have a higher priority than adequate curation of existing collections?

Part 2
Artifact Collections: General Information

1. Are there written guidelines and standards for the curation of artifacts? (If yes, describe or attach copy).
2. Are any artifacts systematically excluded from curation?
3. Environmental Conditions:

Light:	Dust:
Temperature:	Biological Infestation:
Humidity:	Infestation Control:

4. Are environmental conditions monitored?
5. Primary means of Storage:
   Boxes? Drawers? Other?
6. If drawer storage, are measures taken to prevent artifact contact?
7. Is storage space maximized by excessive stacking of objects and boxes?

Part 3
Artifact Collections: Ceramics/Lithics/ Faunal/Other (Complete for Each Type)

1. Are_____artifacts included in this collection?
2. Have they been:
   Cleaned? Permanently labeled? Analyzed?
3. Has an unwashed sample been preserved for possible future analysis of residues?
4. What type of containers are they stored in?
5. Are containers labeled and readily identifiable?
6. Are all_____accounted for?
7. Are any materials in museum displays?
8. Has all documentary material been preserved?
9. Is the documentary material readily available?

Part 4
Artifact Collections: Human Skeletal Remains

1. Are human skeletal remains included in this collection?
2. Have they been:
   Cleaned? Stabilized? Permanently labeled? Analyzed?
3. What type of containers are remains stored in?
4. Are containers labeled and readily available?
5. Are all remains accounted for?
6. Are any materials in museum displays?
7. Are remains stored under stable temperature and humidity conditions?
8. Have all burial forms, photographs, and other documentary materials been preserved?
9. Is the documentary material readily available?

Part 5
Documentation: General Information

1. Are there written guidelines and standards for the curation of:
   paper records? computer tapes? photographs and slides?
   maps? drawings?
   (If yes, describe or attach copy).
2. Is there adequate space for document storage?
3. Are any documents systematically excluded from curation?
4. Are duplicates of the original documentation maintained separately? Where? Photocopy or microfilm?
5. Are documents secure from loss due to fire? water damage? theft?
6. Are documents legible and reproducible?
7. Describe all security deficiencies.
8. Who is responsible for record maintenance and security?
9. Who has access to the records?
10. Is there a check-out system for records?
11. Have any records been lost?
12. What are the plans for retention in perpetuity?
13. Are there locally available alternatives for retention?

Part 6 Documentation: Paper Records

1. Type: Contracts? News clippings?
   Proposals? Site forms?
   Field notebooks? Feature forms?
   Laboratory records? Artifact forms?
   Fiscal Data? Photo forms?
   Official correspondence? Photo log?
   Reports? Burial forms?
   Expert analysis? Other?
2. How are these records curated?
3. Environmental Conditions:
   Light: Dust:
   Temperature: Biological Infestation:
   Humidity: Infestation Control:
4. Are environmental conditions monitored?
5. What is the present condition of this material?

Part 7 Documentation: Photographs And Slides

1. Type: Black/White? Slides?
   Color? Negatives?
   Aerial? Log?
2. Environmental Conditions:
   Light: Dust:
   Temperature: Biological Infestation:
   Humidity: Infestation Control:
3. How are photographs curated?
4. How are slides curated?
5. How are negatives curated?
6. Are environmental conditions monitored?
7. What is the present condition of this material?
   Fading? Damage? Lost material?
8. Are they stored with other documentation?

Part 8 Documentation: Maps And Drawings

1. Type: USGS? Features? Computer Symap?
   Field? Floor Plans? Sketches?
   Contour? Site Plot? Drawings?
2. Storage:
   Rolled? In tubes? Folded? Flat?
3. Environmental Conditions:
   Light: Dust:
   Temperature: Biological Infestation:
   Humidity: Infestation Control:
4. Are environmental conditions monitored?

Findings of Collections Facility Surveys

Figure 28: American Resources Group, Ltd. Repository

American Resources Group, Ltd.

Date of Visit: 3 August and 11 August 1988
Person Contacted: Mike McNerney

COE Contracts:
St. Louis Harbor: 1987 (deposited at the University of Missouri-Columbia)
Old Greenville Recreation Area: 1985 (deposited at the University of Missouri-Columbia)
Historical Kaskaskia: 1985
Valley Park Levee: 1984 (deposited at the University of Missouri-Columbia)
St. Louis Harbor: 1984 (deposited at the Illinois State Museum)
Carlyle Reservoir: 1984 (deposited at the Illinois State Museum)
Kaskaskia Island Levee Raise: 1980
Big Five Project Area: 1980
Plattin Creek Drainage: 1979

COE Collections: 1 cubic foot of artifact material could be located. The quantity of documentation could not be determined.

Curation Financing: Any expenditures for curation activities come from government contracts.

Repository: Artifact collections are housed in a rented garage-type building in the downtown area of Carbondale. Only one COE collection could be located.
Space: Inadequate
Physical Condition: Poor
Heat: None
Air Conditioning: None
Humidity Control: None
Environmental Monitoring: None
Pest Control: No information
Security: The building is locked. However, it is isolated from the administrative office.

Artifact Storage:
Cleaned: Yes. Metal artifacts have not been stabilized.
Provenience Label on Artifacts: Yes
Artifact Containers: Zip-lock plastic bags. Each bag contains a provenience label.
Boxes: Collections are stored in cardboard boxes of assorted sizes, many of the "grocery store" variety.
Shelving: Wooden

Records Storage: Very little documentation for the above projects could be produced.
Space: No information
Physical Condition: No information
Heat: No information
Air Conditioning: No information
Humidity Control: No information
Environmental Monitoring: No information
Pest Control: No information
Security: No information

Curatorial Staff: No information

Written Policies:
Collection Management: No information
Documentation: No information
Inventory: No information
Minimum Standards for Acceptance: No information

Access to Collections: No information

Collection Management:
Accession Record: No information
System of Site Record Administration: No information
Deaccessioning Guidelines: No information
Field Curation Guidelines: No information
Published Guide to Collections: No information
Computerized Data Base Management: No information
Future Plans: No information

Comments:
1. Repository facilities provided by this private contractor do not offer adequate or secure housing for St. Louis District collections. The facility does not, in any sense, meet the current federal and St. Louis District standards for curation facilities.

2. A complete inventory and rehabilitation of all collections according to federal and St. Louis District standards is necessary.

3. Very little attention has been devoted to records management by this private contractor, substantially reducing the research value of the artifact collections. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. There is no general system of collections management at this privately run facility. Current operational orientation is for recovery of archeological materials, not maintenance of collections.

Recommendation: This contractor should be required to produce all collections and collection documentation associated with St. Louis District projects. All collections should then be transferred immediately to a curation facility that can provide the staff, commitment, and financial support necessary for the level of professional archeological curation mandated by current St. Louis District and federal standards.

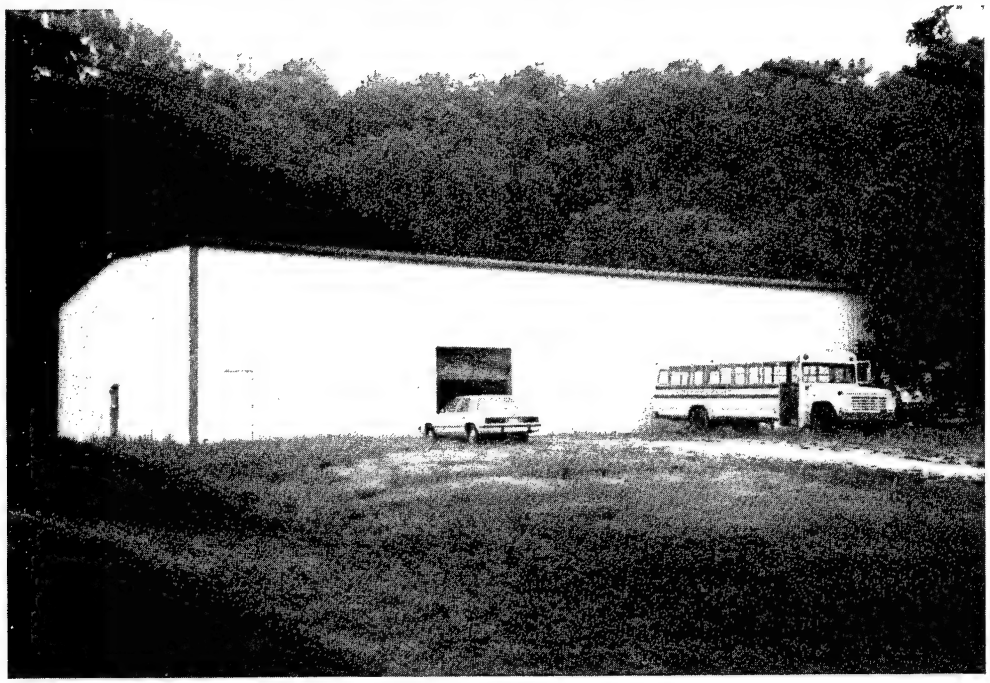


Figure 29: Center for American Archeology Repository

Center For American Archeology, Kampsville

Date of Visit: 13 June - 18 June, 29 June 1988
Person Contacted: Paul Katz, Curator

COE Contracts:
Naples-Tabbycat Site: 1986
Mauvaise Terre Drainage and Levee District: 1986
Kaskaskia Island: 1982
Meredosia: 1982
Carlyle Lake: 1982
Gray Day Site: 1982
Hillview Geomorphology Study: 1982
Gravity and Fox Pup Sites: 1982
Hartwell Levee: 1980, 1982
Hartwell Levee: 1980
Nutwood Levee: 1980
Hinners Site: 1979
Mortland Island Site: 1979
Eldred-Spankey Interior Levee: 1977, 1982
Nine Foot Channel: 1975

COE Collections: 269 cubic feet of artifact materials.

Curation Financing: Curation activities are financed through monies obtained from contracts, grants, field schools, memberships, and donations.

Repository: Artifact collections at Kampsville are stored in three buildings owned by the Center for American Archeology.

Building #1:

Space: Inadequate

Physical Condition: This structure is a large (6,000 sq. ft.) metal-sided warehouse where most of the collections are stored. The building is structurally sound, but inadequate finances have prevented necessary upkeep and maintenance. The roof leaks in several places and collections have suffered water damage. The high ceiling also allows for moisture to condense causing additional damage. Openings on two sides of the building help to allieviate this problem, but provide entry to pests and dust. The building is dirty, dusty, and cluttered with equipment and furniture. Collections near the ventilation doors are covered with dirt and cobwebs. Skylights provide the only lighting.

Heat: None

Air Conditioning: None

Humidity Control: None

Environmental Monitoring: None

Pest Control: The building is sprayed, but open ventilation doors on two sides allows entry to insects and rodents.

Security: This building is locked, but its isolation makes any unauthorized entry difficult to prevent.

Building #2 (Priest House):

Space: Adequate

Physical Condition: The type-collection is curated on the second floor of an old, two-story wood frame house. The building is sited above flood-stage. The collection area is clean and carpeted. A separate room is available for collection research.

Heat: Yes

Air Conditioning: Yes

Humidity Control: None

Environmental Monitoring: None

Pest Control: Yes

Security: The room containing the type-collection is always locked and there is usually a staff member in the building during the day. Fire extinguishers are readily available, however, a major fire would be difficult to suppress in this facility.

Building #3 (Richter Shed):

Space: Adequate

Physical Condition: This building, a former granary, is used for the

storage of non-diagnostic survey material. Since the building has been flooded on several occasions, artifacts are stored on the second and third floors only. The curation rooms are clean and dust free.
Heat: Yes (only when employees are in the building)
Air Conditioning: Yes (only when employees are in the building)
Humidity Control: None
Environmental Monitoring: None
Pest Control: Yes
Security: Artifact rooms are locked and employees are frequently in the building. The physical condition of the building would result in its rapid destruction by fire.

Artifact Storage:
Building #1:
Cleaned: Yes
Provenience Label on Artifacts: Yes
Artifact Containers: Plastic bags
Boxes: Collections are contained in uniform-size cardboard boxes. High humidty has loosened the labels on many boxes.
Shelving: Shelving units consist of concrete block uprights with untreated wood shelves. A typical unit is approximately 9 feet high. Boxes are stacked 2 deep on each shelf.
Building #2:
Cleaned: Yes
Provenience Label on Artifacts: Yes
Artifact Containers: Plastic bags secured with zip-locks or rubber bands. Each bag contains a field tag with provenience information.
Boxes: Collections are stored in sturdy, cardboard artifact boxes of assorted sizes. Boxes are clearly labeled.
Shelving: 7 ft. high painted wooden shelves.
Building #3:
Cleaned: Yes
Provenience Label on Artifacts: No
Artifact Containers: Plastic bags secured with zip-locks or rubber bands. Each bag contains a provenience label. Historic and prehistoric artifacts are not segregated.
Boxes: Collections are stored in sturdy, cardboard artifact boxes of assorted sizes. Boxes are clearly labeled and property stamped.
Shelving: Painted wooden shelves.

Records Storage: All archaeological documentation at the Center for American Archeology is stored in Building #4 (Anderson House). Paper records are arranged by folder and are archived in metal file cabinets. Maps are rolled and filed in an untreated wooden map case. Most photographic material is stored in a separate air conditioned room. However, examination of the paper documents showed that many photographs, negatives, and slides are still stored with the paper records. A checkout system exists for removal of documents from the files, but an examination of the log book revealed that almost 50% of records loaned have never been logged back in.
Space: Inadequate

Physical Condition: This wood-frame building houses the records room on the second floor. The room is crowded, cluttered, and dusty. An adjoining room houses the computer and photographic material.
Heat: Yes (only when employees are in the building)
Air Conditioning: Yes (photographic material only)
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic spraying
Security: The room containing archeological documentation is locked and only selected staff members have keys. These documents should not be considered secure, however, since the building is old and constructed entirely of flammable materials. Fire extinguishers are located on each floor. The records have not been microfilmed.

Curatorial Staff: Curator (1/2 time); Collections and Records Manager (1/3) time

Written Policies:
Collection Management: Yes
Documentation: Yes
Inventory: No

Access to Collections: Qualified Center staff members and outside researchers have access to the collections. Requests are submitted in writing to the Curation Committee, which makes the final decision to loan a collection.

Collection Management:
Accession Record: Yes
System of Site Record Administration: Yes
Deaccessioning Guidelines: Yes
Field Curation Guidelines: Yes
Published Guide to Collections: None
Computerized Data Base Management: None

Future Plans: Grant to repair repository roof; restore site integrity to type-collections; reboxing survey collections; computerization of data base.

Comments:
1. The collections manager at this not-for-profit institution has made serious attempts to find adequate repository facilities for collections under his jurisdiction. However, financial support has not been sufficient to meet the current federal and St. Louis District standards for curation centers.

2. Some collections are well-maintained, but a significant portion of the artifacts require immediate attention. A complete inventory and rehabilitation of all collections according to federal and St. Louis District standards is necessary.

3. Records are centralized, but housed in a structure that is a major fire hazard. They need to be organized, cataloged, and archived in acid-free containers. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. There is a general system of collection managment at this facility. However, the lack of a long-term fiscal commitment prevents implementation of the level of care mandated by federal and St. Louis District standards.

Recommendation: This institution has made an effort to improve its curation facilities. However, an objective analysis which considers long-term curation capability, argues that these collections should be transferred to a curation facility that can provide the level of professional archaeological curation mandated by current St. Louis District and federal standards.

Figure 30: Illinois State Museum Repository

Illinois State Museum

Date of Visit: 19 July 1988
Person Contacted: Terry Martin, Curator

COE Contracts:
Rend: 1985 (University of Missouri-St. Louis deposit)
Rend: 1982 (Center for American Archeology deposit)
Rend: 1978 (SIU-Edwardsville deposit)
Carlyle: 1984 (American Resources Group deposit)
Carlyle: 1958-1962 (University of New Mexico deposit)
St. Louis Harbor: 1984 (American Resources Group deposit)
St. Louis Harbor: 1981
St. Louis Arsenal: 1982, 1983 (SIU-Edwardsville deposit)
Harding Ditch: 1982 (SIU-Edwardsville deposit)
Sumac Site: 1980 (SIU-Edwardsville deposit)
Maline Creek Watershed: 1975 (SIU-Edwardsville deposit)
Lilly Lake Site: 1974, 1975 (SIU-Edwardsville deposit)
Centerville Site: 1973 (SIU-Edwardsville deposit)
Blue Waters Ditch: 1971 (SIU-Edwardsville deposit)

COE Collections: 264 cubic feet of artifact materials

Curation Financing: Most support for curatorial activities is provided by the State of Illinois. Other agencies depositing collections pay a one-time, per-box fee.

Repository: A large number of archaeological collections owned by the St. Louis District are curated in the Research and Collections Center of this facility. It is the new central repository for the State Museum and is in the final stages of construction. Situated in south Springfield, the Center is composed of a 20,000 square foot archaeological collections repository surrounded by 80,000 square feet of research laboratory space. Taken as a whole, this state-of-the-art facility is the finest archaeological curation center in the Midwest, and certainly one of the most impressive in the United States.
Space: More than adequate
Physical Condition: Excellent
Heat: Yes
Air Conditioning: Yes
Humidity Control: Yes
Environmental Monitoring: Yes
Pest Control: Yes
Security: The collections repository is locked, physically segregated from the research laboratories, and can only be accessed by the curation staff. There is a 24-hour security force.

Artifact Storage:
Cleaned: Yes
Provenience Label on Artifacts: Yes
Artifact Containers: plastic bags
Boxes: Acid-free cardboard boxes
Shelving: Metal

Records Storage: Records management has received a high priority at the Research and Collections Center. All original records are housed in a records room at the Illinois State Museum in downtown Springfield. A copy of each record group is also kept at the Center.
Space: Adequate
Physical Condition: Adequate
Heat: Yes
Air Conditioning: Yes
Humidity Control: No
Environmental Monitoring: No
Pest Control: Yes
Security: Access to records is controlled by records management personnel. A copy of each record group is also kept at the Research and Collections Center.

Curatorial Staff: There are four full-time staff positions devoted to curation and records management. The staff is a well-trained and highly motivated team who have a demonstrated performance record. Interns and volunteers are also employed.

Written Policies:
Collection Management: Yes
Documentation: Yes
Inventory: Yes
Minimum Standards for Acceptance: Yes

Access to Collections: The collections are open to the research staff of the museum and to qualified outside researchers. Access is controlled by curation personnel.

Collection Management:
Accession Record: Yes
System of Site Record Administration: Yes
Deaccessioning Guidelines: Yes
Field Curation Guidelines: Yes
Published Guide to Collections: Yes
Computerized Data Base Management: Yes
Future Plans: The Illinois State museum is in the process of moving into a new curation facility. All materials are being transferred to acid-free boxes. Computerized access is also being improved.

Comments:
1. The repository at this institution meets or exceeds all current federal and St. Louis District standards for curation facilities.

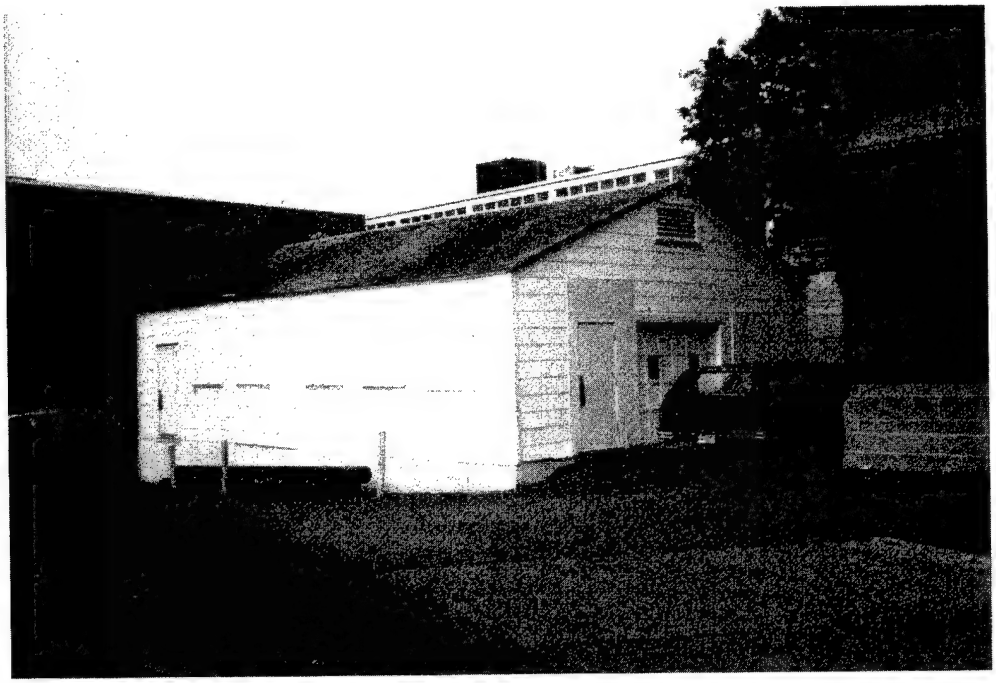
2. A substantial portion of the collection is not cataloged and a complete inventory and rehabilitation of the materials according to federal and St. Louis District standards is necessary.

3. Records are adequately housed and receive a level of security that is to be commended. However, the records need to be organized, cataloged, and archived. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. A comprehensive collections management program exists at this facility. Federal and St. Louis District standards can easily be achieved within the existing system.

Recommendations:
The museum has made a substantial financial commitment to upgrading its repository facility, staff, and collections management efforts over the past three years.. The museum is now recognized nationally as a state-of-the-art curation center for archaeological collections. This is the only institution in the state capable of providing the level of archaeological curation outlined in St. Louis District and federal standards. Therefore, it is recommended that all St. Louis District collections recovered within the state of Illinois be transferred to the Illinois State Museum and that it be designated the official repository for all future Corps' collections.

Figure 31: Illinois State University Repository



Illinois State University

Date of Visit: 16 August 1988
Person Contacted: Pete Hawk, Laboratory Director

COE Contracts:
Shelbyville: 1980
Pine Ford Lake: 1980

COE Collections: 8 cubic feet of artifact material

Curation Financing: Curation facilities are owned and maintained by the university. Contracts are the only source of revenue for other expenses.

Repository: All COE collections are curated in painted wooden cabinets located in the hallways of the Anthropology building. Four other facilities on campus (garages and basements) house other collections.
Space: Adequate
Physical Condition: Clean and well maintained.
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Spraying provided by the university.
Security: The collections are stored in a public area of the building. Anyone could have potential access to them. The cabinets are, however, secured with padlocks.

Artifact Storage:
Cleaned: Yes
Provenience Label on Artifacts: Yes
Artifact Containers: Diagnostic artifacts are in plastic bags secured with staples. All other artifacts are loose in the curation boxes.
Boxes: Collections are stored in small curation boxes of various sizes. Box labels provide site identification and type of collection (historic or prehistoric).
Shelving: Wood

Records Storage: Paper records from COE projects are stored in a cardboard box and housed in the archaeology laboratory. Photographs, negatives, and slides are kept in a metal file cabinet. Maps were folded and stored with other paper documents.
Space: Inadequate
Physical Condition: Adequate
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic spraying
Security: Since this room is not locked, anyone has potential access to the documentation. The records have not been microfilmed.

Curatorial Staff: Part-time students

Written Policies:
Collection Management: Yes
Documentation: No
Inventory: No

Access to Collections: Faculty and graduate students have access to collections and documentation. Any loan of collections to outside researchers must have the approval of the director or curator.

Collection Management:
Accession Record: None
System of Site Record Administration: Yes
Deaccessioning Guidelines: None
Field Curation Guidelines: None
Published Guide to Collections: None
Computerized Data Base Management: Yes
Future Plans: Establish procedures for a periodic inventory.

Comments:
1. Although this institution does not meet all current federal and St. Louis standards for curation facilities, collections are housed in a well-maintained university structure. However, there is a potential for loss of collections because they are housed in an area of the building open to the public.

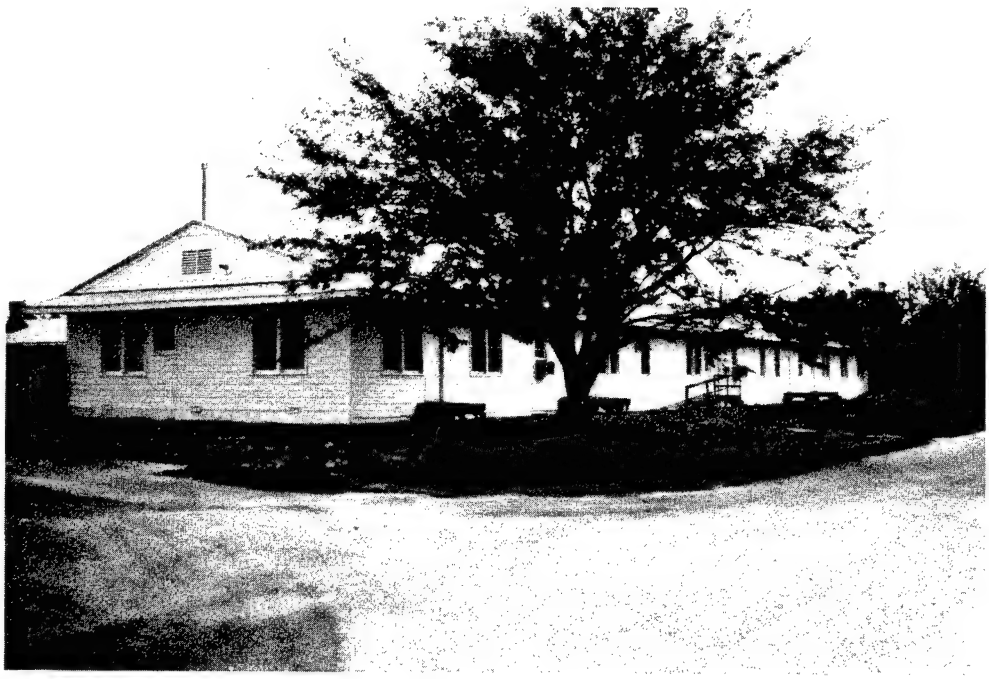
2. This small collection is well maintained, but should be inventoried and rehabilitated in accordance with federal and St. Louis District standards for curation.

3. Records are not adequately maintained or secured. They need to be organized, cataloged, and archived in acid-free containers. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. A general collections management program exists, but cannot be considered comprehensive. A full-time curator, with no additional responsibilities, and a long-term investment by the University in archaeological curation is necessary to insure the level of care mandated by federal and St. Louis District standards.

Recommendation: All collections housed at this institution should be transferred to a curation facility that can provide the staff, commitment, and financial support necessary for the level of professional archaeological curation mandated by current St. Louis District and federal standards.

Figure 32: Southern Illinois University-Carbondale Repository



Southern Illinois University—Carbondale

Date of Visit: 1 August - 3 August 1988
Person Contacted: Charles Cobb, Acting Curator

COE Contracts:
Frog City and Red Light: 1978
Mississippi River Shoreline: 1977
Marty Coolidge Site: 1972
Big Muddy Basin: 1967
Lower Kaskaskia: 1966, 1967, 1968, 1970
Rend Lake: 1962, 1966
Carlyle Reservoir: 1960, 1963, 1965, 1966, 1968

COE Collections: 494 cubic feet of artifact material.

Curation Financing: All curation expenses except for personnel are paid for through archaeological contract work.

Repository: COE collections are stored in a large, one-story wood building (probably an old army barracks) located about 10 miles from the university campus. Collections were only recently moved to this facility. Some collections could not be located.
Space: Adequate - about 60% occupied
Physical Condition: This storage facility is old and in need of maintenance and general upkeep. Windows have been nailed shut, but some have been broken and boarded over. The age and wood construction present a danger of loss from fire. Another fire hazard is presented by fluorescent lights mounted flush to the ceiling. The portion of the building used for artifact storage is crowded.
Heat: Yes (used only when employees are in the building)
Air Conditioning: None
Humidity Control: None
Environmental Monitoring: None
Pest Control: None
Security: The building is totally isolated and no employees work there on a permanent basis. Even though the building is locked, the collections are considered susceptible to loss from theft and/or damage from vandals. There are no working fire extinguishers in the building.

Artifact Storage:
Cleaned: Lithic and ceramic materials have been cleaned, but some shell, faunal, and human skeletal material has never been brushed or washed.
Provenience Label on Artifacts: Some
Artifact Containers: Early collections are curated in paper bags. These are either folded shut or secured with rubber bands which have deteriorated. Some of the bags are torn and the contents spilled into the box. Some of the early material has never been analyzed or accessioned. Since 1980, plastic bags or zip-lock bags have been used. These have no provenience information on the bags, but field tags have been placed inside. Many of these tags were written in pencil and are now fading. In many cases, artifacts were never bagged but are loose in the boxes.
Boxes: Most boxes are of uniform size. The fronts of the boxes have been painted white and labeled with an accession number. All other information on contents is on the back side of the box, which is not accessible to someone searching for materials. There is no inventory of box contents. Some collections from multiple surveys of the same site have been collapsed into one box and it is difficult to determine which materials came from which survey. Boxes show evidence of deterioration and humidity has caused the strapping tape to loosen on most of them. Many boxes are overpacked and the weight of lithic material is excessive. Most human skeletal remains are stored in cardboard burial boxes, properly curated, and isolated from the other collections. However, there are some burials

that have never been cleaned. These are wrapped in newspaper which is harmful to the skeletal material. Some human skeletal remains have never been integrated into this collection and are housed with other artifacts.
Shelving: Approximately 2/3rds of the shelving units are metal. The remaining units are newly constructed wooden fixtures. The wood is of the cheapest grade and unpainted. They are unstable and when one unit falls, others will be toppled. There are no bottom shelves and boxes are placed directly on the floor, thus susceptible to damage. All shelving units are full.

Records Storage: Archaeological documentation is housed in a locked room in the Anthropology building on the university campus. Records are curated in manila folders in standard metal file cabinets which are kept locked. There are a series of master catalogs for records management. These records are presently being transferred to a computer database.
Space: At limits of capacity
Physical Condition: The records room is clean, but filled to capacity with file cabinets
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic spraying
Security: The room is locked and only accessible to the curator and archaeology staff. At the time of inspection, an overhead water pipe had burst and files were subjected to possible water damage. Some records have been microfilmed, but the project is not completed.

Curatorial Staff: There is one full-time curator provided by the university. Other assistance is provided through contract monies.

Written Policies:
Collection Management: Yes (preliminary draft)
Documentation: Yes
Inventory: None

Access to Collections: Access is controlled by the curator. Staff archaeologists, graduate students, and visiting researchers all make use of the collections. A written request for access is required and, if permission is granted, a loan form must be filled out.

Collection Management:
Accession Record: Yes
System of Site Record Administration: Yes
Deaccessioning Guidelines: None
Field Curation Guidelines: Yes
Published Guide to Collections: None
Computerized Data Base Management: Being implemented
Future Plans: Complete the records management computerization project; find acceptable curation facilities for artifact collections.

Comments:
1. The repository at this institution does not meet the current federal and St. Louis District standards for curation facilities.

2. A substantial percentage of the collections is not cataloged, is poorly packaged, and housed in deteriorating boxes. A complete inventory and rehabilitation of all collections according to federal and St. Louis District standards is necessary.

3. Records are adequately housed and receive a level of security that is to be commended. However, the records need to be organized, catalogued, and archived in acid-free containers. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. Although there is a general system of collections management at this facility, the curatorial staff is not sufficient for the provision of adequate care and long-term maintenance of the collections. A full-time curator, with no additional responsibilities, and a long-term investment by the University in archaeological curation is necessary to insure the level of care mandated by federal and St. Louis District standards.

Recommendation: All collections housed at this institution should be transferred to a curation facility that can provide the staff, commitment, and financial support necessary for the level of professional archaeological curation mandated by current St. Louis District and federal standards.

Southern Illinois University-Edwardsville

Date of Visit: 10 June 1988
Person Contacted: Bill Woods, Director

COE Contracts:
Cahokia Canal and Harding Ditch Surveys: 1982
Cape Girardeau Survey: 1982
St. Louis Arsenal: 1982, 1983
Harding Ditch: 1982 (Deposited at the Illinois State Museum)
Sumac Site: 1981 (Deposited at the Illinois State Museum)
Carlyle Lake: 1979 (Deposited at the Illinois State Museum)
Rend Lake: 1978, 1982, 1985 (Deposited at the Illinois State Museum)
Lilly Lake Site: 1977, 1978 (Deposited at the Illinois State Museum)
Maline Creek Watershed: 1976 (Deposited at the Illinois State Museum)
Alton Lock and Dam: 1975
Centerville Site: 1973 (Deposited at the Illinois State Museum)
Blue Waters Ditch: 1971 (Deposited at the Illinois State Museum)

COE Collections: 40 cubic feet of artifact material

Curation Financing: There is no budget for curation activities.

Repository: Artifact collections are housed in a large warehouse-type building which also provides office and laboratory space for archaeological activities.
Space: Inadequate
Physical Condition: The collection storage room is dirty, crowded, and cluttered. Excavation equipment is also stored here.
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: None
Security: The building is locked but no other security precautions are taken. Employees are in the building during the day.

Artifact Storage:
Cleaned: Yes
Provenience Label on Artifacts: Some
Artifact Containers: Paper or plastic bags
Boxes: Cardboard boxes of uniform size
Shelving: Metal

Records Storage:
Space: No information
Physical Condition: No information
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Yes
Security: Records are kept in the Director's office, however, all staff members have access to them. The records have not been microfilmed.

Curatorial Staff: There are no staff members assigned to curatorial activities.

Written Policies:
Collection Management: None
Documentation: None
Inventory: None

Access to Collections: There are no procedures for controlling access to collections.

Collection Management:
Accession Record: None
System of Site Record Administration: Yes
Deaccessioning Guidelines: None
Field Curation Guidelines: None
Published Guide to Collections: None
Computerized Data Base Management: For approximately 90% of the collection.
Future Plans: Transfer all COE collections to the Illinois State Museum.

Comments:
1. The repository at this institution does not meet the current federal and St. Louis District standards for curation facilities.

2. Most collections recovered by this institution have been transferred to the Illinois State Museum for curation. A complete inventory and rehabilitation of all remaining collections is necessary.

3. Records are not adequately housed or secured. They are stored in the Director's office, but are not organized, cataloged, or archived in acid-free containers. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. There is no organized system of collections management at this facility, nor anyone directly responsible for curatorial activities.

Recommendation: All collections housed at this institution should be transferred to a curation facility that can provide the staff, commitment, and financial support necessary for the level of professional archaeological curation mandated by current St. Louis District and federal standards.

University Of Illinois

Date of Visit: 23 August 1988
Person Contacted: Kevin McGowan

COE Contracts:
Eagle Creek State Park: 1984
George Ward and Neva Fultz Sites: 1982
Wilborn Creek: 1978
Kaskaskia-Okaw Drainage: 1967
Shelbyville Reservoir: 1960, 1961, 1963, 1964, 1965, 1967, 1978, 1979, 1980, 1983, 1984, 1986

COE Collections: 356 cubic feet of artifact material

Curation Financing: Encompassed within departmental budget and contracts.

Repository: COE collections are stored in the basement of Lincoln Hall on the university campus. Twenty-five boxes had been removed to Davenport Hall where the artifacts are being analyzed.
Space: Inadequate
Physical Condition: The Lincoln Hall storage room is clean and relatively neat, but filled to capacity. Steam and water pipes and other conduits run a maze throughout the room at about five feet above the floor. You have to constantly duck as you move through the area. Some equipment is also stored in this room.
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Yes
Security: The room is locked and access to collections is controlled by curatorial personnel. There is a fire extinguisher and fire alarm junction box located just outside the room. The collections would sustain considerable water damage if steam or water pipes burst.

Artifact Storage:
Cleaned: Most collections have been cleaned, but not all. There are unwashed lithics, ceramics, and human skeletal remains, including a skull filled with dirt and wrapped in tissue.
Provenience Label on Artifacts: Many artifacts have not been labeled.
Artifact Containers: Artifacts are stored in paper bags, most of which are secured only by folding. Others are secured with rubber bands which are deteriorating. Some bags are not labeled and also contain artifacts that are not labeled. Many of those that are labeled have the provenience information written in pencil, which is rapidly fading. None of the bags have data tags inside. There are bags that are open or torn and spilling their contents into the box. Many are overpacked and tearing from too much weight. Others show signs of having been wet at some time. Coffee cans, tobacco tins, and other containers are also used to store artifacts. Historic and prehistoric artifacts were observed to be mixed along with lithics and ceramics. There are also items that have never been bagged and are loose in the boxes.
Boxes: The collections were re-boxed about a year before the survey (the artifacts were not organized at this time). The new boxes are sturdy, wax-lined cardboard containers of uniform size with removable lids. Box labels consist of cards with computer-generated identification inserted in a plastic sleeve which is glued to the box. However, some inaccuracies were noted on the labels. A box labeled "excavation" also contained "surface" material and others contained material that was not itemized on the label. Some boxes were so tightly packed that it was difficult to get the artifacts back in after examination.
Shelving: All shelving is metal, but there is inadequate shelf space for the entire collection. Excess boxes are stacked five and six deep on wooden pallets, crushing the lower boxes.

Records Storage: Records are stored in a locked room in Lincoln Hall. Paper documents are kept in file folders in metal cabinets or steel, open-faced shelving. Photographs are mounted on 5″ x 8″ cards, slides are curated in archival quality plastic pages, and negatives are in glassine envelopes. All are curated in metal file cabinets.

Space: Adequate
Physical Condition: Satisfactory
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic spraying

Security: Access to records is controlled by the laboratory director. There is a loan form for checking out files, however, documents from some of the early Shelbyville Reservoir projects were loaned to a researcher and never returned. The records have not been microfilmed.

Curatorial Staff: Curation is the part-time responsibility to two staff members. Several students are also employed part-time while school is in session.

Written Policies:
Collection Management: None
Documentation: None
Inventory: None

Access to Collections: Requests for access to collections must go through the director. Curatorial personnel are then instructed to remove the material for examination.

Collection Management:
Accession Record: Only recent collections.
System of Site Record Administration: Yes
Deaccessioning Guidelines: None
Field Curation Guidelines: None
Published Guide to Collections: None
Computerized Data Base Management: Yes
Future Plans: There are plans to move the collections to another area in the basement of Lincoln Hall. This move will provide three times more space for storage. However, shelving units are not currently available. Consideration is also being given to improved records storage and retrieval.

Comments:
1. Collections managers at this institution have made serious attempts to to find adequate repository facilities for collections under their jurisdiction. However, institutional support has not been sufficient enough to meet the current federal and St. Louis District standards for curation centers.

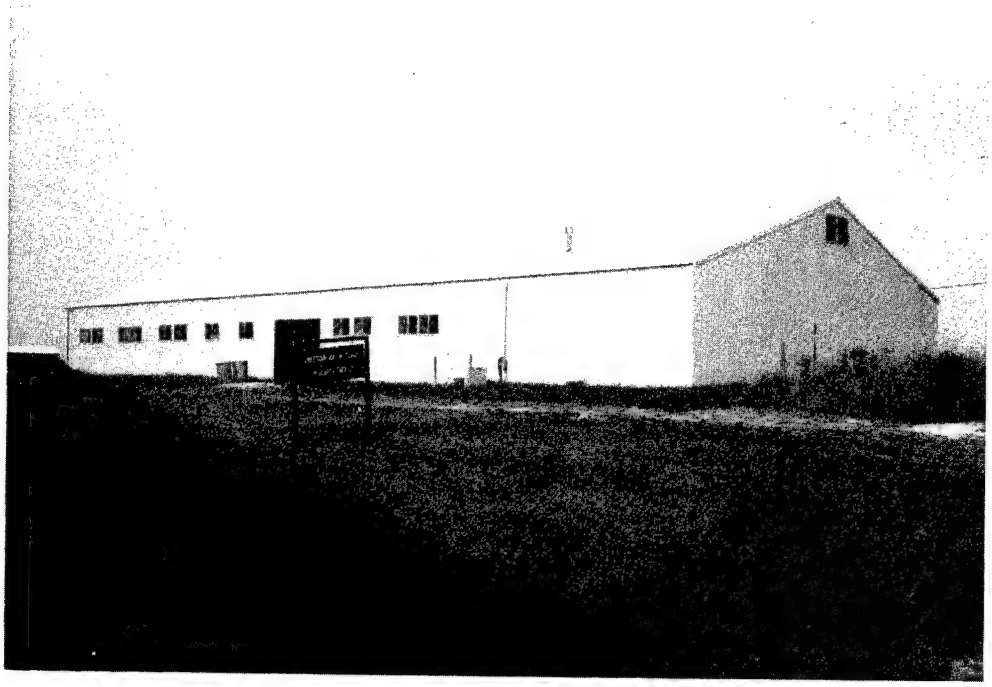
2. Although collections have been recently reboxed, a significant portion of the artifacts are uncataloged and poorly packaged. A complete inventory and rehabilitation of all collections according to federal and St. Louis District standards is necessary.

3. Records are adequately housed and receive a level of security that is to be commended. However, the records need to be organized, cataloged, and archived in acid-free containers. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. Although there is a general system of Collections Management at this facility, the curatorial staff is not sufficient for the provision of adequate care and long-term maintenance of the collections. A full-time curator, with no additional responsibilities, and a long-term investment by the University in archaeological curation is necessary to insure the level of care manadated by federal and St. Louis District standards.

Recommendation: The university, given fiscal constraints, has made an effort to improve its curation facilities. However, an objective analysis which considers long-term curation capability, argues that these collections should be transferred to a curation facility that can provide the staff, institutional commitment, and financial support necessary for the level of professional archaeological curation mandated by current St. Louis District and federal standards.

Figure 33: University of Missouri-Columbia Repository



University Of Missouri-Columbia

Date of Visit: 11 July -15 July 1988
Person Contacted: Robert Reeder, Associate Curator

COE Contracts:
St. Louis Harbor: 1987 (McNerney deposit)
Wappapello: 1985 (McNerney deposit)
Bauman Site: 1985
Valley Park Levee: 1984 (McNerney deposit)
Pine Ford Lake: 1980
Union Reservoir: 1971
Cannon Reservoir: 1968, 1972, 1976-77, 1986
Meramec Reservoir: 1964, 1969-1971, 1975-1977

COE Collections: 1900 cubic feet of artifact material; 75 linear feet of documentation

Curation Financing: Curation is financed through various accounts in the Division of American Archaeology budget.

Repository: The curation repository consists of three metal Butler buildings (designated Buildings 1,2, and 3) located approximately six miles south of the university campus. The buildings are owned by the university and are administered by the Department of Anthropology, Division of American Archaeology. St. Louis District collections are housed in buildings 2 and 3. A collection of artifacts (66 boxes) from the Meremac project was located in the university's records management facility southeast of the university.

Building #2: This building, the largest of the three, houses all of the university's archaeological collections except those coming from the Truman and Cannon Reservoirs. Laboratory and office space are also located in this facility.
Space: Filled to capacity.
Physical Condition: This building is beginning to fail and has had a number of leaks in the roof. No regular custodial service is provided. Dust and cobwebs are present everywhere. Some excavation equipment is also stored here.
Heat: Yes - only when staff are present.
Air Conditioning: None
Humidity Control: None
Environmental Monitoring: None
Pest Control: There has been an attempt to contain biological infestation, but mice and silverfish have damaged a number of collections.
Security: The building is isolated and no employees are based there. Students and staff enter the locked building when they need to use the laboratory.

Building #3: This building is devoted almost exclusively to the Cannon Reservoir artifacts. However, overflow collections from Building #2 are now being moved here. The center of the building is devoted to storage of artifact collections, but it is also cluttered with old furniture, etc. Offices and laboratory areas surround the collections. However, many of these rooms are devoted to storage of collections and excess supplies and equipment. The paleoethnobotany laboratory is in a portion of this building.
Space: Filled to capacity.
Physical Condition: This is the newest curation building at the university, but it is showing signs of deterioration. The ceiling shows evidence that the roof is leaking, and the concrete floor beneath the collections storage area has sunk several inches. No regular custodial service is provided. This is evidenced by excessive dirt, dust, and cobwebs.

Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: No regular schedule of spraying.
Security: The building is somewhat isolated from other structures in the area. Bullet holes in the front door from high-caliber rifles attest to the buildings isolation. There is no security control for the collections, and staff and students using the laboratory facilities and offices have unrestricted access. A number of keys have been issued to individuals who use the facility on a frequent basis. The security of the collections has been effectively compromised.

Artifact Storage:
Building #2:
Cleaned: Most artifacts have been cleaned, but some from early collections are still unwashed. Metal has not been stabilized.
Provenience Label on Artifacts: Some
Artifact Containers: Artifacts are packaged in a variety of ways: paper bags, plastic bags with metal ties, and zip- lock bags. Some bags contain mixed artifacts, e.g. lithics, shell, and bone bagged together. Some items are also unbagged and loose in the boxes. In many cases, information on the bag was written in pencil and will soon be illegible
Boxes: Standard curation boxes (3 different sizes) are used to house the artifacts. They are secured by folding over the tops, but some boxes have been opened and never closed again. Other boxes are overpacked and a few were observed to be deteriorating from the effects of high humidity. Some box labels do not accurately describe the contents. All boxes are covered with dust. There are a number of boxed collections that were returned to the building after analysis and stacked on the floor rather than being returned to their proper shelf location. A small portion of the collection is housed loose in metal drawers.
Shelving: Metal (rusting)

Building #3:
Cleaned: Most artifacts have been washed, but some from the early Joanna Reservoir projects have never been cleaned, including human skeletal remains. Other skeletal material is unlabeled and wrapped in newspaper, which is detrimental to their long-term preservation. Metal has not been stabilized.
Provenience Label on Artifacts: Some
Artifact Containers: Artifacts are stored in paper bags, plastic bags with metal twist-ties, zip-lock bags, plastic vials, and small cardboard boxes. Rubber bands used to seal some bags have deteriorated. Some of the paper bags are torn. Labeling recorded with pencil is now fading.

Boxes: Bags of artifacts are stored in uniform-size (1 cu. ft.+) cardboard boxes. There are errors in some box labels which describe the contents of the box. Some boxes are out of order in the repository. All are covered with dust.
Shelving: Metal

Records Storage: There are no guidelines or standards in place for the archival care and preservation of collections documentation. Only one complete file of documents for a COE collection could be located. Documentation for projects in the Meramec Reservoir, Pine Ford Lake, Union Reservoir, the Bauman Site, and the St. Louis Harbor Historic project could not be retreived. The Cannon Reservoir documentation is scattered. Some boxes of records were stacked on the floor of Building #3 while other boxes were on the shelves with the artifacts. Additional Cannon records were located in the curator's office, the Division Director's office, and in several other closets and cabinets in the Division of American Archaeology. Some of these records were recently damaged by a flood caused by vandalism. No single person has control over collection documentation. The most commonly practiced procedure is for the materials to remain under the direct control of the project's principal investigator. No procedures are in place for their eventual deposition with the curator.
Space: There is no designated records center for archaeological documentation.
Physical Condition: Unsatisfactory
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic Spraying
Security: Since no one really knows where the records for the COE projects are located, their security is threatened.

Curatorial Staff: Collection management is the responsibility of the associate curator. Occasional student help is used for the curation of new collections, but there is no assistance available for the continued maintenance of older collections.

Written Policies:
Collection Management: None
Documentation: None
Inventory: None
Minimum Standards for Acceptance: Yes

Access to Collections: Faculty, staff, and students have access to the collections for research purposes. However, disorganization of the documentation precludes effective use of many collections. The collections are open to outside researchers. If items are removed from the campus, the completion of a loan form is required.

Collection Management:
Accession Record: Yes (by box)
System of Site Record Administration: Yes
Deaccessioning Guidelines: None
Field Curation Guidelines: Yes
Published Guide to Collections: None
Computerized Data Base Management: None
Future Plans: Centralize all collection records.

Comments:
1. Existing repositories at this institution do not meet all of the current federal and St. Louis District standards for curation facilities. However, the university has recently made a long-term financial commitment to construct a collections management center that will be in compliance with these standards.

2. A significant percentage of the collections is not adequately cataloged, is poorly packaged, and housed in deteriorating boxes. A complete inventory and rehabilitation of all collections according to federal and St. Louis District standards is necessary.

3. Initial inspection of collections documentation revealed little institutional control over these materials. However, the St. Louis District developed and implemented an archives management program which has recently been completed. All records have now been organized, cataloged, and preserved in accordance with professional archival practices, exceeding those outlined in current federal guidelines.

4. There is a general system of collection management at this facility. Although the curatorial staff is not sufficient to insure adequate care of the collections, the university has recently made a commitment to increase the staff to insure the level of care mandated by federal and St. Louis District standards.

Recommendations: The university has made a substantial financial commitment to upgrading its repository facility, staff, and collections management efforts. This is the only institution in the state capable of providing the level of archaeological curation outlined in St. Louis District and federal standards. Therefore, it is recommended that all St. Louis District collections recovered within the state of Missouri be transferred to the University of Missouri and that it be designated the official repository for all future Corps' collections.

Figure 34: University of Missouri-Naylor Repository

University Of Missouri-Naylor

Date of Visit: 7 July 1988
Person Contacted: James E. Price, Director

COE Contracts:
Shell Lake Site (Wappapello): 1982
Cape Lacroix: 1976

COE Collections: 36 cubic feet of artifact material.

Curation Financing: The Naylor facility is under the jurisdiction of the University of Missouri-Columbia. All archaeological activity, including curation, is financed through government contracts.

Repository: Artifact collections at Naylor are stored in an old, wood-frame house located several blocks from the headquarters facility. This building is also used for the storage of excavation equipment.
Space: Inadequate.
Physical Condition: The collections storage building is in extremely poor condition and should be considered a fire hazard. A leaking roof also presents the potential of water damage to the collections. The building is full to capacity and the floor is buckling under the weight of the artifacts. All shelving units are full and boxes are stacked to excessive heights on the floor.
Heat: None
Air Conditioning: None
Humidity Control: None
Environmental Monitoring: None
Pest Control: None - the building is infested with Brown Recluse spiders.
Security: The collections building is isolated and subject to unauthorized entry.

Artifact Storage:
Cleaned: Yes
Provenience Label on Artifacts: Yes
Artifact Containers: Zip-lock plastic bags - contents are identified.
Boxes: Cardboard boxes of assorted sizes. Boxes are identified as to site and occasionally as to contents.
Shelving: Steel-framed units with plywood shelves.

Records Storage: Collection documentation is stored in three back rooms of a prefabricated metal building which doubles as headquarters for all archaeological activity conducted from Naylor and as City Hall. Paper records from the most recent projects are kept in manila folders in metal file cabinets. Older records are in open file boxes on shelving. There is no standard format for the curation of maps. Some were stored flat in map cases while others were rolled in tubes or folded in manila folders and stored with the paper records. Photographs and negatives are stored in the original folders from the developer and are not individually protected. They are filed in manila folders with the paper documentation. Slides are maintained in either metal slide cases with plastic holders or in plastic slide pages. The records are not arranged or organized, and documentation for COE collections could not be immediately located.
Space: Inadequate
Physical Condition: The building was clean and organized.
Heat: Only in the room containing the most recent records.
Air Conditioning: Only in the room containing the most recent records.
Humidity Control: None
Environmental Monitoring: None

Pest Control: Periodic spraying
Security: The building meets requirements of the state fire code. Records should not be considered secure, however, since the building is frequently left unattended and unlocked. They have not been microfilmed.

Curatorial Staff: Jim and Cynthia Price are responsible for all curation functions.

Written Policies:
Collection Management: None
Documentation: None
Inventory: None
Minimum Standards for Acceptance: Follow the University of Missouri-Columbia.

Access to Collections: Jim and Cynthia Price. Outside researchers have access through the University of Missouri's loan procedures.

Collection Management:
Accession Record: None
System of Site Record Administration: University of Missouri-Columbia.
Deaccessioning Guidelines: None
Field Curation Guidelines: Use the University of Michigan guidelines.
Published Guide to Collections: None
Computerized Data Base Management: None
Future Plans: Move the collections to the University of Missouri-Columbia.

Comments:
1. The repository at this institution does not meet any of the current federal and St. Louis District standards for curation facilities.

2. A complete inventory and rehabilitation of all collections according to federal and St. Louis District standards is necessary.

3. Records are not adequately maintained or secured. They need to be organized, cataloged, and archived in acid-free containers. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. There is no system of collections management in this facility. Collections have accumulated at Naylor simply because the St. Louis District has never taken an active role in collections management. This is not a curation center nor has it ever been represented as such by the staff.

Recommendation:
This contractor should be required to produce all collections and collection documentation associated with St. Louis District projects. All collections should then be transferred immediately to a curation facility that can provide the staff, commitment, and financial support necessary for the level of professional archeological curation mandated by current St. Louis District and Federal standards.

Figure 35: University of Missouri-St. Louis Repository

University Of Missouri-St. Louis

Date of Visit: 30 June 1988
Person Contacted: Joseph M. Nixon

COE Contracts:
Shelbyville: 1985
Rend Lake: 1985
Gravois Creek: 1983

COE Collections: 49 cubic feet of artifact material

Curation Financing: Curation facilities are owned and maintained by the university. Contracts, grants, and gifts are the only sources of revenue for other expenses.

Repository: Collections are stored in the basement of an old brick house owned by the university. The facility is somewhat isolated from the main campus.
Space: Inadequate
Physical Condition: Cluttered; exposed wiring and water pipes; sacks of garbage on floor
Heat: Upstairs only
Air Conditioning: Upstairs only
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic spraying
Security: University police and motion-detector

Artifact Storage:
Cleaned: Yes
Provenience Label on Artifacts: No
Artifact Containers: Artifacts are curated in either paper or plastic bags. Bags are secured by rubber bands, metal ties, or folding. An identification label is in each sack.
Boxes: The collections are stored in cardboard boxes of non-uniform size (grocery store variety), many without tops. High humidity in this area has caused many box labels to become loose.
Shelving: Metal

Records Storage: Records management is not centralized, and documents can be found in numerous locations (director's office, laboratory, map room, and stored with the artifacts). Collection documentation for COE projects could not be located. The records have not been microfilmed.
Space: Inadequate
Physical Condition: Records are housed on the first floor of the repository which also houses the laboratory and director's office.
Heat: Yes
Air Conditioning: Yes
Humidity Control: None
Environmental Monitoring: None
Pest Control: Periodic spraying
Security: University police monitor the building. The records have not been microfilmed.

Curatiorial Staff: Part-time responsibility of laboratory manager and assistant.

Written Policies:
Collection Management: None
Documentation: None
Inventory: None
Minimum Standards for Acceptance: None

Access to Collections: All staff members have access to the collections. The laboratory director has responsibility for securing access. Outside researchers with legitimate research request may also use the collections.

Collection Management:
Accession Record: Yes
System of Site Record Administration: Yes
Deaccessioning Guidelines: None
Field Curation Guidelines: None
Published Guide to Collections: None
Computerized Data Base Management: None
Future Plans: Because of insufficient storage space, they are considering depositing collections at the St. Louis Science Museum.

Comments:
1. Repository facilities provided by this institution do not provide adequate or secure housing for St. Louis District collections. The facility does not meet the current federal and St. Louis District standards for curation facilities.

2. A complete inventory and rehabilition of all collections according to federal and St. Louis District standards is necessary.

3. Records management has been totally neglected by this facility, reducing the research value of the artifact collections. A records management program needs to be implemented in accordance with federal and St. Louis District standards.

4. This facility receives no institutional support for collections management. Current operational orientation is for recovery of archaeological materials, not maintenance of collections.

Recommendation: This contractor should be required to produce all collections and collections documentation associated with St. Louis District projects. All collections should then be transferred immediately to a curation facility that can provide the staff, institutional commitment, and financial support necessary for the level of professional archaeological curation mandated by current St. Louis District and federal standards.

Cooperative Agreements Used to Secure Archaeological Collections Management Services
The Illinois State Museum

COOPERATIVE AGREEMENT
BETWEEN THE
U.S. ARMY CORPS OF ENGINEERS
AND THE
STATE OF ILLINOIS

CURATION AND MANAGEMENT
OF ARCHAEOLOGICAL COLLECTIONS

May 16, 1990

TABLE OF CONTENTS

Note: Appendixes B and D are not included. The final form was unavailable when this report went to press.

Cooperative Agreement
Between the
U.S. Army Corps of Engineers
and the
State of Illinois

I. PURPOSE

The purpose of this Cooperative Agreement is to specify arrangements under which the U.S. Army Corps of Engineers and the state of Illinois will cooperate to implement a program to house, manage, stabilize, preserve, and provide access to archaeological collections and records generated in conjunction with Corps of Engineers activities in the state of Illinois.

II. PARTIES

The parties to this Cooperative Agreement are the U.S. Army Corps of Engineers represented by the District Engineer, St. Louis District (hereinafter "Corps"), and the state of Illinois represented by the Department of Energy and Natural Resources through its division, the Illinois State Museum (hereinafter "ISM"), and the Illinois State Museum Society (hereinafter "ISMS").

III. AUTHORITY

This Cooperative Agreement is executed by the parties hereto pursuant to the following authorities: The Reservoir Salvage Act of 1960, as amended (P.L. 86-523; 74 Stat. 220, 88 Stat. 174; 16 U.S.C. 469 et seq.); the National Historic Preservation Act of 1966, as amended (P.L. 89-665; 80 Stat. 915; 16 U.S.C. 470 et seq.); the National Environmental Policy Act of 1969 (P.L. 91-190; 83 Stat. 852; 42 U.S.C. 4321 et seq.); the Archeological Resources Protection Act of 1979, as amended (P.L. 100-588; 102 Stat. 2983; 16 U.S.C. 470aa - 470mm); the Abandoned Shipwreck Act of 1987 (P.L. 100-298; 102 Stat. 432; 43 U.S.C. 2101 et seq.); 36 CFR Part 79 "Curation of Federally-Owned and Administered Archeological Collections"; ER 1130-2-433; ER 200-2-2; ER 1105-2-100; ER 1130-2-438; ER 1165-2-131.

IV. DEFINITIONS

For the purpose of this agreement, the following definitions are applicable.

A. Associated Records refers to original records (or copies thereof) that are prepared or assembled and document efforts to locate, evaluate, record, study, preserve or recover materials from a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that

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are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied for historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

1. Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records);

2. Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometer, subbottom profilers, radar and fathometers);

3. Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);

4. Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and

5. Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with Section 106 of the National Historic Preservation Act (16 U.S.C. 470f) and National Register of Historic Places nomination and associated forms.

B. A collection is composed of material remains and associated records. Specifically it refers to the composite of all material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, as well as the associated records that are prepared or assembled in connection with the study.

C. Curation and Collections Management refers to those curatorial services such as processing, cataloging, and accessioning, as well as application of specialized techniques necessary for conserving and maintaining collections and their associated records. This includes, but may not be limited to:

1. Handling, cleaning, stabilizing and conserving a collection in such a manner to preserve it;

2. Inventorying, accessioning, labeling and cataloging a collection;

3. Identifying, evaluating and documenting a collection;

4. Storing and maintaining a collection using appropriate methods, containers, environmental conditions and physically secure controls;

5. Periodically inspecting a collection and taking such actions as may be necessary to preserve it; and

6. Providing access and facilities to study a collection.

D. Collections Management Center refers to any qualified facility where cultural materials and their associated records are curated, maintained and made accessible for educational, interpretive, scientific, and religious purposes.

E. Collections Management Professional refers to a person who possesses knowledge, experience, and demonstrable competence in methods and techniques appropriate to the nature and content of the collections under the person's management and care.

F. Initial processing refers to collection management functions and activities leading up to, and including, the placement of a collection and its associated documentation into a management center. Such activities include, but are not limited to, cleaning; sorting; stabilizing; packaging; cataloging; inventorying; accessioning; and the acquisition of all necessary supplies and materials.

G. Material remains means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) in collections include, but are not limited to:

1. Components of structures and features;

2. intact or fragmentary artifacts of human manufacture;

3. intact or fragmentary natural objects used by humans;

4. by-products, waste products or debris resulting from the manufacture or use of man-made or natural materials;

5. organic materials;

6. human remains;

7. components of petroglyphs, pictographs, intaglios or other works of artistic or symbolic representation;

8. components of shipwrecks;

9. environmental and chronometric specimens; and

10. paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

V. COOPERATION

In consideration of the above premises, the parties hereto agree as follows:

A. General. The Federal Laws cited in Article III above establish the requirement that significant prehistoric and historic artifacts and associated records (collections) acquired pursuant to Federal recovery mandates must be appropriately curated by deposit in a collections management center possessing adequate long-term curatorial capabilities. The cited laws mandate this responsibility to Federal agencies to provide for the use of these archaeological and historic collections in a controlled manner for education, scientific study, and public interpretation.

B. The St. Louis District, Corps of Engineers:

1. The Corps and individuals issued Corps historic properties contracts in the state of Illinois will use the ISM for the long-term curation of archaeological collections and associated records.

2. All archaeological collections and associated records submitted to the ISM by a contractor will conform to the standards of the Corps (standards are attached as Appendix A).

3. Archaeological collections will be submitted by the contractor (the party to the cultural resource contract) directly to the ISM.

4. Prior to submission to the ISM, archaeological collections shall be subject to inspection by the District Engineer or his designated representative.

5. Following this inspection, it is the responsibility of the contractor to deposit the collections at the ISM.

6. The Corps will notify the Director of the ISM upon award of a contract for the recovery of archaeological materials in conjunction with Corps activities in the state of Illinois. Within thirty (30) days of this notification, the contractor will submit a schedule to the District Engineer, or his designated representative, outlining the curation schedule the contractor has arranged with the ISM.

7. The District Engineer, or his designated representative, will inspect the ISM at least once a year. The Corps will provide sixty (60) days notice to the Director of the ISM to arrange a mutually beneficial time period for the inspection. This inspection is to ensure that the collections management center and curatorial standards of the ISM are in compliance with proposed Federal standards, as cited in 36 CFR Part 79 (specifically 79.4 - 79.9) published in the Federal Register, Vol. 52, No. 167, August 28, 1987 (see Appendix B) and St. Louis District Standards for Collections Management Centers (see Appendix C). Within thirty (30) days of this inspection, the District Engineer, or his designated representative, will provide the ISM with a written report detailing the results of the inspection. Non-compliance with standards set forth in Appendixes B and C will be addressed and the ISM will be given thirty (30) days in which to develop a plan of action to correct any violations. Failure to correct any violations will be cause to terminate this agreement.

C. The Illinois State Museum:

1. Agrees to maintain an Archaeological Collections Management Center for the long-term curation of Corps archaeological and historic collections and the associated records within the state of Illinois.

2. Agrees to provide for the long-term curation and management of Corps archaeological collections and associated records in accordance with Federal standards outlined in proposed 36 CFR Part 79 (specifically 79.5, 79.6, and 79.9), ER 1130-2-433, St. Louis District Standards for Collections Management Centers (Appendixes B, C, and D), and to the satisfaction of the District Engineer.

3. Will accept custody of Corps archaeological collections and associated records in perpetuity or other fixed period of time.

4. Within the state of Illinois, the ISM agrees to construct a periodic museum exhibit at each District lake in consultation with the lake interpretive staff using relevant Corps collections to illustrate the prehistory and history of the region. The proposed cost of exhibit design will be submitted to the District Engineer and the lake interpretive staff on the anniversary date of execution of this agreement each year the agreement is in effect. Within sixty (60) days' receipt of the cost estimate the District Engineer, or his designated representative, will inform the Director of ISM of the Corps' decision regarding funding of said museum exhibits. Funding for this component of the agreement will come from the St. Louis District's interpretive program. The ISM also agrees to present two (2) public lectures at each District lake in Illinois which discusses the archaeological history of the region. A schedule for said programs shall be developed in consultation with the lake supervisors and the Historic Properties staff and provided to the District Engineer on the anniversary date of execution of this agreement each year the agreement is in effect. Within sixty (60) days' receipt of the cost estimate the District Engineer, or his designated representative, will inform the Director of ISM of the Corps' decision regarding funding of said lecture programs.

5. Agrees to arrange for the loan or display of all or part of a collection on request of qualified agencies, organizations, institutions, or individuals having adequate facilities for study or display only after written consultation with the District Engineer or his designated representative. The individual or agency requesting a collection is obligated to pay all fees associated with the loan of said collection.

6. Agrees to report any loss or damage to archaeological collections and associated records to the District Engineer within seven days of discovery of the loss or damage.

7. Assures that curatorial services furnished pursuant to the Cooperative Agreement conform to the standards set forth in Appendixes A, B, C, D, F and G. It is understood that standards furnished in Appendixes A, C, F and G shall be updated by the Corps as needed to reflect the "state of the art" in the field of curation of archaeological collections.

D. The Illinois State Museum Society:

1. The Illinois State Museum Society, a not-for-profit organization, will serve as contractor to rehabilitate and otherwise prepare for curation the U.S. Army Corps of Engineers, St. Louis District archaeology collections.

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2. Agrees to inspect, inventory, accession, and upgrade the archaeological collections and associated records which are submitted by the Corps to ensure the materials and records meet St. Louis District Curation Standards presented in Appendix A. Following June 1990 all collections and associated records submitted by Corps contractors to the ISMS which are not in the proper condition are to be returned to the contractor, by the ISMS along with a list of actions necessary to prepare the materials or records for long-term curation.

3. Agrees to develop and provide a computer assisted collections management retrieval system within three (3) years of initiation of the agreement that will allow the Corps and other qualified individuals and institutions, access for study, loan education or public interpretation of said collections. The retrieval system will be updated as new collections are added. It is also understood that the retrieval system will be modified upon mutual consent of the Corps and ISMS. The format for this retrieval system is included in Appendix F.

4. Agrees to regularly monitor the collections and associated records and provide an annual catalogue of such conservation treatments as are needed to ensure physical stability and integrity in perpetuity. A schedule for such monitoring will be provided to the District Engineer on the anniversary date of execution of this agreement. Additionally, a catalogue of recommended conservation treatments organized on the basis of individual archaeological collections will be provided to the District Engineer on the anniversary date of execution of this agreement. This catalogue will be updated each year the agreement is in effect.

5. During the first year of this agreement, the ISMS agrees to inspect all collections and prepare a report which inventories and evaluates the condition of each collection. This inventory/evaluation report will be delivered to the District Engineer one (1) year following approval of this Cooperative Agreement. The report will contain an overview of the condition of each collection according to the St. Louis District, Procedures for Inventory and Evaluation of Existing Collections (see Appendix G), as well as recommendations, including a budget, detailing the status and costs associated with rehabilitating each collection. The budget to accomplish this work is contained in Appendix E and represents the monies allocated for years 2-5 (FY 92 - FY 95). Within thirty (30) days of receipt of the report, the District Engineer, or his designated representative, will inform the Executive Secretary of the ISMS of the Corps' findings regarding the ISMS evaluation recommendations.

6. The ISMS will use the monies provided by the Corps only for the express purpose of rehabilitating, managing, and providing for the retrieval of Federal (Corps) artifacts.

E. Special Provisions:

1. Archaeological collections and associated records removed from public land remain the property of the United States even though they are curated in a state institution. The ISM will not dispose of any Corps archaeological collections or associated records without the written authorization of the District Engineer.

2. ISM is responsible for transferring archaeological collections and associated records to a facility approved by the District Engineer in the event that the ISM is closed.

3. Human skeletal remains will not be made available for public display.

4. The Historic Properties staff from the Corps and the ISM will meet as needed to review the curation standards presented in the various appendixes and prepare necessary changes to the satisfaction of the District Engineer, or his designated representative.

VI. PAYMENT

Pending receipt of operations and maintenance general funds, the Corps will pay the ISMS the amounts agreed to (see Appendix E) as representing rehabilitation, and annual maintenance curation costs associated with processing, conservation, and management of archaeological collections and associated records. The sums agreed upon for rehabilitation curation costs are $50,000 per annum, payable quarterly starting in FY 91 and ending in FY 95. In FY 94 a contract for annual maintenance of Corps' collections will be drafted by the Corps. This contract will commence in FY 96 and be renegotiated every three (3) years.

VII. ACCOUNTING RECORDS

Insofar as it is practicable, the ISMS will maintain bookkeeping records of Corps funds received for individual collections. In addition, the ISMS will maintain books, records, documents, and other evidence pertaining to costs and expenses incurred under this Cooperative Agreement, to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, services, and other costs and expenses of whatever nature involved therein. The ISMS will make

available at its office at reasonable times said accounting records for inspection and audit by an authorized representative of the Corps.

VIII. DISPUTES

Any dispute between the parties arising under this Cooperative Agreement will be decided by the Corps, District Engineer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the ISM. The decision of the St. Louis District Engineer shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, ISM mails or otherwise furnishes to the Corps a written appeal addressed to the Corps, LMVD Division Engineer. The decision of the Division Engineer will be the final and conclusive administrative decision of the dispute. In connection with any appeal proceeding under this clause, ISM shall be afforded an opportunity to be heard and offer evidence in support of its appeal. Pending final decision of a dispute hereunder, ISM will proceed diligently with the performance of all tasks identified and agreed to be undertaken pursuant to this Cooperative Agreement and in accordance with the decision of the District Engineer. Recourse to judicial process shall not be precluded following the final decision of the Division Engineer.

IX. COVENANT AGAINST CONTINGENT FEES

The ISM warrants that no person or selling agency has been employed or retained to solicit or secure this Cooperative Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the Government shall have the right to annul this Cooperative Agreement without liability.

X. RELATIONSHIP OF PARTIES

The parties to this Cooperative Agreement act in their independent capacities in the performance of their respective functions under it, and no party is to be considered the officer, agent, or employee of the other.

XI. DURATION

A. This Cooperative Agreement will continue in full force and effect unless terminated by any party hereto on providing ninety (90) days advance written notice to the others.

B. It is understood and agreed that termination of this Agreement by any party for whatever reason will not end the obligation of ISM to curate in perpetuity those archaeological materials already accepted.

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XII. AMENDMENT

This Cooperative Agreement may be amended at any time by mutual agreement of the parties.

XIII. EFFECTIVE DATE

This Cooperative Agreement shall take effect upon the date of execution by the District Engineer, St. Louis District.

Dated this ____ day of _____, 1990.

STATE OF ILLINOIS	CORPS OF ENGINEERS
_____	_____
Director, ENR	District Engineer

ILLINOIS STATE MUSEUM	ILLINOIS STATE MUSEUM SOCIETY
_____	_____
Director, ISM	Executive Secretary, ISMS

Appendices:

A - St. Louis District Curation Standards
B - 36 CFR Part 79
C - St. Louis District Standards for Collections Management Centers
D - ER 1130-2-433
E - Budget: Years 1 - 5 (FY 91 - FY 95)
F - St. Louis District Collections Management Retrieval Format
G - St. Louis District Procedures for Inventory and Evaluation of Existing Collections

APPENDIX A
ST. LOUIS DISTRICT CURATION STANDARDS

This document outlines a series of minimum standards for the processing and curation of archaeological collections recovered by professional archaeologists under contract to the U.S. Army Corps of Engineers, St. Louis District. The goal of these standards is to ensure that collections will be properly processed, documented, and managed. These are minimum standards and are subject to revision by the District Engineer or his designated representative in consultation with the Director of the Illinois State Museum.

To ensure that the archaeological collections and documentation are preserved in a manner that will facilitate their future use by the public and scientific researchers, all collections and records will be housed at the Illinois State Museum Collections Center, Springfield, Illinois.

The archaeologist/contractor will be responsible for consulting with the staff of the Illinois State Museum in the early stages of any project, as to the facility requirements for permanent storage. This will include, clarifying collection ownership and facility specific storage requirements. The Illinois State Museum Collections Center will provide technical advice and assistance in obtaining proper archivally stable storage materials (see attachment).

What follows is a list of standards for the processing and storage preparation required prior to the permanent curation of both prehistoric and historic archaeological collections. The standards have been divided into two major categories: 1) Artifacts and 2) Records.

A. ARTIFACTS

1. When a collection is turned over to the collections management center, an inventory of the associated components will accompany the collection.

2. Artifacts will be cleaned, with the exception of those needing specialized analysis. Dry brushing of material remains is preferred to water or chemical cleaning.

3. Artifacts will be cataloged and labeled with the state or Smithsonian-type site numbers and provenience. Items will be grouped by material type, placed in plastic bags with the exterior permanently labeled, and a mylar strip or acid-free paper labeled with the appropriate provenience information placed within the bag.

4. In most cases, artifacts will be stored in perforated polyethylene, zip-lock plastic bags at least 2 millimeters in thickness. Natural fiber cloth bags are an acceptable alternative, provided they can be securely closed and labeled with the appropriate information, including provenience. For those items requiring special packaging, archivally stable materials will be used.

5. All artifacts will be placed in acid-free storage boxes specified by the collections center. All artifacts shall be housed by provenience when possible.

6. Each box will contain an inventory printed on acid-free paper listing its contents keyed to a master inventory of the collection, which will be filed with the collection records.

7. All artifact storage boxes will have a label conforming to the specifications of the collections center. It is recommended that each box have a clear invoice label holder which protects the box label. This ensures that no unnecessary writing occurs on the box.

B. RECORDS

1. An inventory of all recovered objects and two (2) copies of a projects final report will accompany each collection. These documents will be printed on acid-free paper.

2. A description of lab coding formats, computer coding formats or any other type of analytic records will be provided on acid-free paper.

3. One acid-free paper copy of all original field documentation and laboratory analysis will be submitted to the collections management center. A duplicate set of all documentation will be produced. The two sets of documentation should be stored at separate locations.

4. All pertinent maps used and generated by an archaeological project must be submitted. This includes, but may not be limited to, USGS maps, regional and project area maps, survey and excavation maps, collection grid maps, and excavation unit profiles. An inventory of all maps and profiles will accompany the collection.

5. A list of conserved objects with a description of conservation treatments will accompany every collection. The list will also indicate which objects require future conservation treatment.

6. Each collection will contain a photograph catalog. Photographic materials should be organized by film type (e.g., roll film, sheet film, 35mm slides, prints, video) and in chronological sequence.

7. Archival and working sets of slides and prints will be produced for each collection. All photographic materials will be stored in archivally stable containers or other appropriate method specified by the collections center.

8. When appropriate for the collection, a catalog will be prepared of computer tapes, disks, diskettes, and any other automated data processing materials.

List of Archival Suppliers

Plastic Bags and Other Plastic Products

Read Plastics
12331 Wilkins Avenue
Rockville, Maryland 20852
(301) 881-7900

Interplastics Corporation
524 South Rossler
Monroe, Michigan 48161
(313) 848-8813

Abar Plastics, Inc.
10799 Tucker Street
Beltsville, Maryland 20705
(301) 937-5530

Archival Supplies, Acid-Free Paper, Storage Boxes, etc.

The Hollinger Corporation
3810 South Four Mile Run Drive
Post Office Box 6185
Arlington, Virginia 22206
(703) 671-6600

Gaylord Bros., Inc.
Box 4901
Syracuse, New York 13221-4901
1-800-634-6307

Negafile Systems, Inc.
Post Office Box 78
Furlong, Pennsylvania 18925

Light Impressions
439 Monroe Avenue
Post Office Box 490
Rochester, New York 14603-0940
1-800-828-6216

Conservation Materials, Inc.
240 Freepart Boulevard
Post Office Box 2884
Sparks, Nevada 89431
(702) 331-0582

Conservation Resources International
1111 North Royal Street
Alexandria, Virginia 22314
(703) 549-6610

Talas
213 West 35th Street
New York, New York 10001-1996
(212) 736-7744

Cole-Parmer
7725 North Oak Park Avenue
Chicago, Illinois 60648
1-800-323-7730

University Products, Inc.
Post Office 101 South Canal Street
Holyoke, Massachusetts 01041
1-800-628-1912

Laboratory Safety Supply
Post Office Box 1368
Janesville, Wisconsin 53547-1368
1-800-356-0783

Visual Systems Company, Inc.
1596 Rockville Pike
Rockville, Maryland 20052
(301) 770-0500

Fisher Scientific
8955 Guilford Road, Building 260
Columbia, Maryland 21046-1409
(301) 381-2800

APPENDIX B

36 CFR PART 79
"CURATION OF FEDERALLY OWNED AND ADMINISTERED ARCHAEOLOGICAL COLLECTIONS"

APPENDIX C

ST. LOUIS DISTRICT
STANDARDS FOR COLLECTIONS MANAGEMENT CENTERS

To ensure that archaeological material remains and associated records are preserved in a manner facilitating their future use by the public and scientific researchers, all collections and records recovered by professional archaeologists under contract to the U.S. Army Corps of Engineers, St. Louis District, will be curated at collections management centers that conform to the standards outlined below. Specifically, collections management centers must have the capability to:

A. Accession, label, catalog, store, maintain, inventory and conserve collections on a long-term basis using professional archival practices and maintain complete and accurate records of the collection, including, but not limited to:

1. Records on acquisitions;

2. Catalog and artifact inventory lists;

3. Descriptive information, including field notes, site forms and reports;

4. Photographs, negatives, slides, video tapes, audio tapes, computer tapes, disks, diskettes;

5. Locational information, including maps;

6. Information on the condition of the collection, including any conservation treatments;

7. Approved loans and other uses;

8. Inventory and inspection records, including any environmental monitoring records;

9. Records on lost, deteriorated, damaged or destroyed property; and

10. Records on any deaccessions and subsequent transfers, repatriations or discards, as approved by the District Engineer.

B. Dedicate the requisite facilities, equipment and space in the physical plant to properly store, conserve and study the collection.

C. Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:

1. Having a physical plant meeting local electrical, fire, building, health and safety codes;

2. having an appropriate and operational fire detection and suppression system;

3. having an appropriate and operational intrusion detection and deterrent system;

4. having an adequate emergency management plan;

5. providing fragile or valuable items in a collection with additional security;

6. limiting and controlling access to keys, the collection and the physical plant; and

7. inspecting the physical plant for possible security weaknesses, environmental or pest control problems, and taking necessary actions to maintain the integrity of the collections.

D. Require staff and any consultants who are responsible for managing and preserving the collection to be qualified collections professionals.

E. Handle, store, clean, conserve and, if exhibited, exhibit the collections in a manner that:

1. Is appropriate to the nature of the material remains and associated records;

2. protects it from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and

3. preserves data that may be studied in future laboratory analyses.

F. Store site forms, field notes, artifact inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them from theft and fire such as:

1. Storing the records in an appropriate insulated, fire resistant location; or

2. store a duplicate set of records in a separate location.

G. Inspect the collection for possible deterioration and damage, and perform those actions as are necessary to stabilize the collection and rid it of any agents of deterioration.

H. Conduct inventories to verify the location of the material remains, associated records and any other property that is furnished to the collections center by the Corps.

I. Provide access to the collection by qualified researchers whose proposals have been approved by the District Engineer or his designated representative.

APPENDIX D

ER 1130-2-433

APPENDIX E

ARCHAEOLOGICAL CURATION BUDGET
FIVE YEAR SCHEDULE
(FY 91 - FY 95)

	Description	Deliverable (1 cu. ft. = 1 box)	Cost Per cu. ft. (Box)	Total Cost
Year 1 (FY 91)				
CE	-----	-----	$ 33.50	$ 50,000
ISMS	Inspect all collections	1493 cu. ft. inspected		
	Evaluate all collections	Curation Report		
	Prepare report detailing curation and conservation status of collections following format of Appendixes F, G			
Year 2 (FY 92)				
CE	-----	-----	$135.00	$ 50,000
ISMS	Rehabilitate collections according to cooperative agreement, provisions of ER 1130-2-433, and SLD Archaeological Curation Standards (Appendixes A, F, G)	373 cu. ft. of artifacts		
Year 3 (FY 93)				
CE	-----	-----	$135.00	$ 50,000
ISMS	Rehabilitate collections according to cooperative agreement, provisions of ER 1130-2-433, and SLD Archaeological Curation Standards (Appendixes A, F, G)	373 cu. ft. of artifacts		

	Description	Deliverable (1 cu. ft. = 1 box)	Cost Per cu. ft. (Box)	Total Cost
Year 4 (FY 94)				
CE	-----	-----	$135.00	$ 50,000
ISMS	Rehabilitate collections according to cooperative agreement, provisions of ER 1130-2-433, and SLD Archaeological Curation Standards (Appendixes A, F, G)	373 cu. ft. of artifacts		
Year 5 (FY 95)				
CE	-----	-----	$135.00	$ 50,000
ISMS	Rehabilitate collections according to cooperative agreement, provisions of ER 1130-2-433, and SLD Archaeological Curation Standards (Appendixes A, F, G)	373 cu. ft. of artifacts		

APPENDIX F

ST. LOUIS DISTRICT
COLLECTIONS MANAGEMENT RETRIEVAL FORMAT

To ensure that archaeological material remains and associated records are catalogued in a manner assuring their future use by the public, as well as scientific researchers, all collections and records housed at the ISM by the Corps will incorporate a computer assisted collections management retrieval system based on the elements described below.

A. At minimum, each collection will have a specimen inventory, record inventory, transparency index, negative index, and collections inventory control sheet.

B. Although the format presented below is not mandatory, the ISMS will construct a collections management retrieval format which incorporates all the elements described below.

Appendix IV
Cooperative Agreements Used to Secure
Archaeological Collections Management Services
The Illinois State Museum

REND LAKE
1990 SURVEY COLLECTIONS PROGRAM
SPECIMEN INVENTORY
COLLECTION 12345

Lot #	Former Lot #	Site #	Investigation Phase	Main Horz. Prov.	Main Vert. Prov.	Secondary Vert. Prov.	Category	Box	Location
1	64	23SG5	Survey	N40E80	Level A	0-10	Lithics	1	E6B.4
2	6	23SG5	Survey				Lithics + Ceramics	1	E6B.4
3	7	23SG5	Survey	N140E220	Level C	20-30	Lithics/ Historic	2	E6C.1
4	9	23SG6	Survey	Shovel Test		0-40	Ceramics	3	E6C.2
5	10	23SG9	Survey		Gen. Surface		Lithics	3	E6C.3
6	33	23SG10	Survey	N120E60	Surface		Lithics + Ceramics	6	E5B.1
7	66	23SG11	Survey		Level A	10-13	Bone	7	E5B.2

Appendix IV
Cooperative Agreements Used to Secure
Archaeological Collections Management Services
The Illinois State Museum

REND LAKE
BOOTSTRAP MOUND
RECORD INVENTORY
COLLECTION 6789

First Subject Division	Folder	Site #	Second Subject Division	Third Subject Division	Fourth Subject Division	Storage Location	Reel #
Adm. Records	1		Job Applications	1980-1982		ML6.24	MR37
Adm. Records	2		Radiocarbon Dating	Correspondence	1980	ML6.24	MR37
Background Records	3		Soil Survey Maps	Monroe Co.	1974-1979	ML6.25	MR38
Background Records	4		Procedure for Analysis	Chipped Stone	1975	ML6.26	MR39
Survey Records	5	23MN 225-259	Site Survey Forms	Prehistoric	1966-1977	ML6.29	MR42
Survey Records	6	23MN 339	Transit Records		1974	ML6.33	MR49
Excavation Records	7	23MN 340	Excavation Forms	Historic	1977	ML6.39	MR52
Excavation Records	8	23MN	Lot Control #'s	# 1-70	1977	ML6.88	MR57
Excavation Records	9	23MN 500	Mound Plans and Profiles	# 1-25	1980	ML6.89	MR59
Oversize Maps and Drawings	10		Bootstrap Mound Complex	Site Plan Map	1981	ML6.89	MR62
Oversize Maps and Drawings	11		Bootstrap Mound Complex	Mound Plans + Profiles	1972-1979	ML6.82	MR60

Appendix IV
Cooperative Agreements Used to Secure
Archaeological Collections Management Services
The Illinois State Museum

REND LAKE
1987 PHASE III
TRANSPARENCY INDEX
COLLECTION 8916

Neg. #	Prior #	Format	Film Type	Site	First Subject Division	Second Subject Division	Date Taken	Storage Location
1	r1-f9	35	KOD-64	23SG144, Scatter	Broad View of Site	Looking SE	7/10/87	PD87.1
2	r5-f3	35	KOD-64	23SG66, House	19th Century House	Entrance, Looking NW	7/11/87	PD87.3
3	r5-f4	35	KOD-64	23SG67, Village	Test Pit 10	Yellow Mottled Zone	7/12/87	PD87.6
4	r6-f10	35	KOD-64	23SG15	Test Pit 6	Burial 3, Level 3	7/25/87	PD87.7
5	r6-f11	35	KOD-64	23SG88, Mound	X112-113.8Y094	Profile	8/2/87	PD87.11
6	r7-f12	35	KOD-64	23SG88	Norris	Screening	8/8/87	PD87.60
7	r7-f13	35	KOD-64	23SG88, Mound	Test Pit 7	Fea. 2, Burial 3	8/20/87	PD87.71

Appendix IV
Cooperative Agreements Used to Secure
Archaeological Collections Management Services
The Illinois State Museum

REND LAKE
1986 SURVEY
NEGATIVE INDEX
COLLECTION 6789

Neg. #	Prior #	Format	Film Type	Site	First Subject Division	Second Subject Division	Date Taken	Storage Location
1	r2-f3	35	Plus-X	23SG5, House	Builders Trench	Looking N.	7/11/86	PA11.1
2	r2-f6	35	Plus-X	23SG6	Reference Shot		6/2/86	PA11.23
3	r2-f37	35	Plus-X	23SG6, Mound	Before Excavation	Looking SE	8/11/86	PA11.24
4	r6-f6	35	Plus-X	23SG7, Village	Test Pit I	East Profile	6/6/86	PA11.25
5	r9-f2	35	Plus-X	23SG8	Before Excavation	Looking NNE	7/15/86	PA11.25
6	r9-f14	35	Plus-X	23SG8	Chester	Screening	7/15/86	PA11.25
7	r11-f1	35	Plus-X	23SG9	Recent Pothole	NW Profile	7/18/86	PA11.28

Appendix IV
Cooperative Agreements Used to Secure
Archaeological Collections Management Services
The Illinois State Museum

U.S. ARMY CORPS OF ENGINEERS
ST. LOUIS DISTRICT
COLLECTIONS INVENTORY
CONTROL SHEET

Accession #	Register Status	Register Date	Specimen Inventory Status	Specimen Inventory Date	Record Inventory Status	Record Inventory Date	Negative Inventory Status	Negative Inventory Date	Slide Inventory Status	Slide Inventory Date
A981.1	Final	3/18/87	Compiled	3/31/87	Final	4/2/87	None	4/2/87		
A981.2	Final	4/2/87	Printed	4/1/87	Final	4/16/87			Final	11/22/87
A982.1	Final	5/9/87	Final	9/15/87	None	9/30/87			None	12/16/87
A982.2	Final	7/9/88	Final	6/10/86	Final	7/6/86	Final	8/8/86	None	8/8/86
A983.3	Final	10/11/89	Corrected	7/11/87	None	8/12/87	None	9/15/87	Compiled	9/15/87
A984.1	Final	12/6/89	None	3/30/87	None	4/17/87	Compiled	11/24/87		
A984.2	Final	1/14/90	Final	3/30/87	Final	5/5/87		11/26/87		

APPENDIX G
ST. LOUIS DISTRICT
PROCEDURES FOR INVENTORY AND
EVALUATION OF EXISTING COLLECTIONS

To ensure that archaeological collections and associated records are properly identified and managed, an inventory and evaluation of existing collections that are owned or controlled by the Corps will be carried out by the ISMS during the first year this agreement is in effect.

An inventory/evaluation report will be delivered to the District Engineer one (1) year following approval of this Cooperative Agreement by the ISMS. The report will include, but is not limited to, a discussion of:

A. All collections and records which were generated by a Corps undertaking and/or removed from Corps project lands will be identified.

B. Centers housing Corps collections will be identified. If a collection has been divided, all collections centers, institutions, tribal groups, and/or individuals that retain any of the materials will be identified.

C. If a collection or portion of a collection is on loan from the collections center, the borrowing institution or individuals, and the specific loan items will be identified.

D. If a collection is determined to be missing in whole or in part, with no account of the materials' whereabouts, the inventory and subsequent report will estimate what materials are missing.

E. An assessment of the condition of each collection and its associated records will be made. Those variables that are to be evaluated include, but are not limited to:

1. The number, cultural affiliation, and preservation condition of all human skeletal remains and associated grave goods;

2. the condition of all field notes, maps, drawings, photographs, photographic slides, and related correspondence;

3. the degree to which a collection has been prepared, cataloged, treated accessioned, and stored;

4. the physical state of the collection; and

5. the number and completeness of all reports and articles generated by the analysis of the collection and its associated records.

Cooperative Agreements Used to Secure Archaeological Collections Management Services The University of Missouri-Columbia

COOPERATIVE AGREEMENT
BETWEEN THE
U.S. ARMY CORPS OF ENGINEERS
AND
THE CURATORS OF THE UNIVERSITY OF MISSOURI

CURATION AND MANAGEMENT
OF ARCHAEOLOGICAL COLLECTIONS

June 14, 1990

TABLE OF CONTENTS

Note: Appendixes A, B, C, D, F, and G not included as they are reproduced in Illinois State Museum cooperative agreement.

Cooperative Agreement
Between the
U.S. Army Corps of Engineers
and
The Curators of the University of Missouri

I. PURPOSE

The purpose of this Cooperative Agreement is to specify arrangements under which the U.S. Army Corps of Engineers and the Curators of the University of Missouri will cooperate to implement a program to house, manage, stabilize, preserve, and provide access to archaeological collections and records generated in conjunction with Corps of Engineers activities in the state of Missouri. The parties hope to effect a permanent curation of Corps' collections under successive agreements to be negotiated as provided in this agreement.

II. PARTIES

The parties to this Cooperative Agreement are the U.S. Army Corps of Engineers represented by the District Engineer, St. Louis District (hereinafter "Corps"), The Curators of the University of Missouri (hereinafter "UMC") for the Natural History Curation and Conservation Center (hereinafter "NHCCC").

III. AUTHORITY

This Cooperative Agreement is executed by the parties hereto pursuant to the following authorities: The Reservoir Salvage Act of 1960, as amended (P.L. 86-523; 74 Stat. 220, 88 Stat. 174; 16 U.S.C. 469 et seq.); the National Historic Preservation Act of 1966, as amended (P.L. 89-665; 80 Stat. 915; 16 U.S.C. 470 et seq.); the National Environmental Policy Act of 1969 (P.L. 91-190; 83 Stat. 852; 42 U.S.C. 4321 et seq.); the Archeological Resources Protection Act of 1979, as amended (P.L. 100-588; 102 Stat. 2983; 16 U.S.C. 470aa - 470mm); the Abandoned Shipwreck Act of 1987 (P.L. 100-298; 102 Stat. 432; 43 U.S.C. 2101 et seq.); 36 CFR Part 79 "Curation of Federally-Owned and Administered Archeological Collections"; ER 1130-2-433; ER 200-2-2; ER 1105-2-100; ER 1130-2-438; ER 1165-2-131.

IV. DEFINITIONS

For the purpose of this agreement, the following definitions are applicable.

A. Associated Records refers to original records (or copies thereof) that are prepared or assembled and document efforts to locate, evaluate, record, study, preserve or recover materials from

1

a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied for historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

1. Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog, and inventory records);

2. Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometer, subbottom profilers, radar and fathometers);

3. Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);

4. Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and

5. Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with Section 106 of the National Historic Preservation Act (16 U.S.C. 470f) and National Register of Historic Places nomination and associated forms.

B. A collection is composed of material remains and associated records. Specifically it refers to the composite of all material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, as well as the associated records that are prepared or assembled in connection with the study.

C. Curation and Collections Management refers to those curatorial services such as processing, cataloging, and accessioning, as well as application of specialized techniques necessary for conserving and maintaining collections and their associated records. This includes, but may not be limited to:

1. Handling, cleaning, stabilizing and conserving a collection in such a manner to preserve it;

2. Inventorying, accessioning, labeling and cataloging a collection;

3. Identifying, evaluating and documenting a collection;

4. Storing and maintaining a collection using appropriate methods, containers, environmental conditions and physically secure controls;

5. Periodically inspecting a collection and taking such actions as may be necessary to preserve it; and

6. Providing access and facilities to study a collection.

D. Collections Management Center refers to any qualified facility where cultural materials and their associated records are curated, maintained and made accessible for educational, interpretive, and scientific purposes.

E. Collections Management Professional refers to a person who possesses knowledge, experience, and demonstrable competence in methods and techniques appropriate to the nature and content of the collections under the person's management and care.

F. Initial processing refers to collection management functions and activities leading up to, and including, the placement of a collection and its associated documentation into a management center. Such activities include, but are not limited to, cleaning; sorting; stabilizing; packaging; cataloging; inventorying; accessioning; and the acquisition of all necessary supplies and materials.

G. Material remains means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) in collections include, but are not limited to:

1. Components of structures and features;

2. intact or fragmentary artifacts of human manufacture;

3. intact or fragmentary natural objects used by humans;

4. by-products, waste products or debris resulting from the manufacture or use of man-made or natural materials;

5. organic materials;

6. human remains;

7. components of petroglyphs, pictographs, intaglios or other works of artistic or symbolic representation;

8. components of shipwrecks;

9. environmental and chronometric specimens; and

10. paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

V. COOPERATION

In consideration of the above premises, the parties hereto agree as follows:

A. General. The Federal Laws cited in Article III above establish the requirement that significant prehistoric and historic artifacts and associated records (collections) acquired pursuant to Federal recovery mandates must be appropriately curated by deposit in a collections management center possessing adequate long-term curatorial capabilities. The cited laws mandate this responsibility to Federal agencies to provide for the use of these archaeological and historic collections in a controlled manner for education, scientific study, and public interpretation.

B. Pending receipt of operations and maintenance general funds, the St. Louis District, Corps of Engineers:

1. Agrees that individuals issued Corps historic properties contracts in the state of Missouri will use the NHCCC for the long-term curation of archaeological collections and associated records.

2. Agrees that all archaeological collections and associated records submitted to the NHCCC by a contractor will conform to the standards of the Corps (standards are attached as Appendix A).

3. Agrees that archaeological collections will be submitted by the contractor (the party to the cultural resource contract) directly to the NHCCC.

4. Agrees that prior to submission to the NHCCC, archaeological collections shall be subject to inspection by the District Engineer or his designated representative.

5. Agrees that following this inspection, it is the responsibility of the contractor to deposit the collections at the NHCCC and pay the prevailing curation fee to NHCCC.

6. Agrees that the Corps will notify the Director of the NHCCC upon award of a contract for the recovery of archaeological materials in conjunction with Corps activities in the state of Missouri. Within thirty (30) days of this notification, the contractor will submit a schedule to the District Engineer, or his designated representative, outlining the curation schedule the contractor has arranged with the NHCCC.

7. Agrees that the District Engineer, or his designated representative, will inspect the NHCCC at least once a year. The Corps will provide sixty (60) days notice to the Director of the NHCCC to arrange a mutually beneficial time period for the inspection. This inspection is to ensure that the collections management center and curatorial standards of the NHCCC are in compliance with proposed Federal standards, as cited in 36 CFR Part 79 (specifically 79.4 - 79.9) published in the Federal Register, Vol. 52, No. 167, August 28, 1987 (see Appendix B) and St. Louis District Standards for Collections Management Centers (see Appendix C). Within thirty (30) days of this inspection, the District Engineer, or his designated representative, will provide the NHCCC with a written report detailing the results of the inspection. Non-compliance with standards set forth in Appendixes B and C will be addressed and the NHCCC will be given thirty (30) days in which to develop a plan of action to correct any violations. Failure to correct any violations will be cause to terminate this agreement.

C. Subject to the availability of funds, The Curators of the University of Missouri and the Natural History Curation and Conservation Center:

1. Agrees to maintain an Archaeological Collections Management Center for the long-term curation of Corps archaeological and historic collections and associated records within the state of Missouri.

2. Agrees to provide for the long-term curation and management of Corps archaeological collections and associated records in accordance with Federal standards outlined in proposed 36

CFR Part 79, (specifically 79.5, 79.6, and 79.9), ER 1130-2-433, St. Louis District Standards for Collections Management Centers (Appendixes B, C, and D), and to the satisfaction of the District Engineer.

3. Will accept custody of Corps archaeological collections and associated records.

4. Agrees to provide the Corps, on the anniversary date of execution of this agreement, university approved architectural plans and an associated budget which outlines UMC's plan for responding to the curation requirements outlined in Appendixes B and C.

5. Within the state of Missouri, the NHCCC agrees to construct a periodic museum exhibit at each District lake in consultation with the lake interpretive staff using relevant Corps collections to illustrate the prehistory and history of the region. The proposed cost of exhibit design will be submitted to the District Engineer and the lake interpretive staff on the anniversary date of execution of this agreement each year the agreement is in effect. Within sixty (60) days' receipt of the cost estimate the District Engineer, or his designated representative, will inform the Director of the NHCCC of the Corps' decision regarding funding of said museum exhibits. Funding for this component of the agreement will come from the St. Louis District's interpretive program. The NHCCC also agrees to present two (2) public lectures at each District lake in Missouri which discuss the archaeological history of the region. A schedule for said programs shall be developed in consultation with the lake supervisors and the Historic Properties staff and provided to the District Engineer on the anniversary date of execution of this agreement each year the agreement is in effect. Within sixty (60) days' receipt of the cost estimate the District Engineer, or his designated representative, will inform the Director of the NHCCC of the Corps' decision regarding funding of said lecture programs.

6. Agrees to arrange for the loan or display of all or part of a collection on request of qualified agencies, organizations, institutions, or individuals having adequate facilities for study or display only after written consultation with the District Engineer or his designated representative. The individual or agency requesting a collection is obligated to pay all fees associated with the loan of said collection.

7. Agrees to appoint the District Engineer, or his designated representative, to a permanent position on any Museum Advisory Council established to assist in formulating and supervising policy regarding human remains for so long as collections of the Corps are in custody of UMC.

8. Agrees to report any loss or damage to archaeological collections and associated records to the District Engineer within seven days of discovery of the loss or damage.

9. Assures that curatorial services furnished pursuant to the Cooperative Agreement conform to the standards set forth in Appendixes A, B, C, D, F and G. It is understood that standards furnished in Appendixes A, C, F and G may be updated by mutual agreement of the parties as needed to reflect the "state of the art" in the field of curation of archaeological collections.

10. Agrees to inspect, inventory, accession, and upgrade the archaeological collections and associated records which are submitted by the Corps to ensure the materials and records meet St. Louis District Curation Standards outlined in Appendix A. Following June 1990 all collections and associated records submitted by Corps contractors to the NHCCC which are not in the proper condition are to be returned to the contractor, by the Corps along with a list of actions necessary to prepare the materials or records for long-term curation.

11. Agrees to develop and provide a computer assisted collections management retrieval system within three (3) years of initiation of the agreement that will allow the Corps and other qualified individuals and institutions, access for study, loan, education, or public interpretation of said collections. The retrieval system will be updated as new collections are added. The cost of developing the retrieval system is considered a component of archaeological curation and, as such, will be financed through the budget sequence described in Appendix E. It is also understood that the retrieval system will be modified upon mutual consent of the Corps and the NHCCC. The format for this retrieval system is included in Appendix F.

12. Agrees to regularly monitor the collections and associated records and provide an annual catalogue of reasonably necessary conservation treatments intended to promote physical stability and integrity during the period of this agreement. A schedule for such monitoring will be provided to the District Engineer on the anniversary date of execution of this agreement. Additionally, a catalogue of recommended conservation treatments organized on the basis of individual archaeological collections will be provided to the District Engineer on the anniversary date of execution of this agreement. This catalogue will be updated each year the agreement is in effect.

13. This agreement has two (2) phases: (1) inspection and evaluation (FY 90 and FY 91) and (2) rehabilitation of collections (FY 92 - FY 99). During the first two (2) years of this agreement, the NHCCC agrees to inspect all collections and prepare a report

which inventories and evaluates the condition of each collection. This inventory/evaluation report will be delivered to the District Engineer two (2) years following approval of this Cooperative Agreement. The report will contain an overview of the condition of each collection according to the St. Louis District, Procedures for Inventory and Evaluation of Existing Collections (see Appendix G), as well as recommendations, including a budget, detailing the status and costs associated with rehabilitating each collection. The budget to accomplish the second phase of work (rehabilitation, FY 92 - FY 99) is contained in Appendix E and must not exceed those monies allocated for years 3-10 (FY 92 - FY 99). Within thirty (30) days of receipt of the inventory/evaluation report, the District Engineer, or his designated representative, shall inform the Director of the NHCCC of the Corps' findings regarding the NHCCC evaluation recommendations.

D. Special Provisions:

1. Archaeological collections and associated records removed from public land remain the property of the United States government even though they are curated in a state institution. The NHCCC will not dispose of any Corps archaeological collections or associated records without the written authorization of the District Engineer.

2. NHCCC is responsible for transferring archaeological collections and associated records to a facility approved by the District Engineer in the event that the NHCCC is closed.

3. Human skeletal remains will not be made available for public display.

4. The Historic Properties staff from the Corps and the NHCCC will meet as needed to review the curation standards presented in the various appendixes and prepare necessary changes to the satisfaction of the District Engineer, or his designated representative.

VI. PAYMENT

The Corps will pay UMC the fixed price amounts agreed to (see Appendix E) as representing rehabilitation, and annual maintenance curation costs associated with processing, conservation, and management of archaeological collections and associated records. The sums agreed upon are $200,075 payable in FY 90, as provided by Civil Works Construction General Funds. In FY 91 the Corps will expend $90,449, payable quarterly, pending receipt of operations and maintenance general funds. For the period FY 92 through FY 99 the Corps will expend $88,755 per annum, payable quarterly. The FY 91 through FY 99 funds will be made available subject to appropriations

by the U.S. Congress. Payments concerning this agreement must be made payable to The Curators of the University of Missouri and must be mailed to the attention of Mr. David R. McGuire, Associate Director, Fiscal Affairs, Office of Sponsored Programs Administration, University of Missouri-Columbia, 312 Jesse Hall, Columbia, Missouri 65211.

VII. ACCOUNTING RECORDS

Insofar as it is practicable, UMC and/or NHCCC will maintain separate bookkeeping records of Corps funds received for individual collections. In addition, UMC and/or NHCCC will maintain books, records, documents, and other evidence pertaining to costs and expenses incurred under this Cooperative Agreement, to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, services, and other costs and expenses of whatever nature involved therein. UMC and/or the NHCCC will make available at its office at reasonable times said accounting records for inspection and audit by an authorized representative of the Corps.

VIII. DISPUTES

Any dispute between the parties arising under this Cooperative Agreement shall be decided by the Corps, District Engineer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to UMC/NHCCC. The decision of the St. Louis District Engineer shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, UMC/NHCCC mails or otherwise furnishes to the Corps a written appeal addressed to the Corps, LMVD Division Engineer. The decision of the Division Engineer shall be the final and conclusive administrative decision of the dispute. In connection with any appeal proceeding under this clause, UMC/NHCCC shall be afforded an opportunity to be heard and offer evidence in support of its appeal. Pending final decision of a dispute hereunder, UMC/NHCCC shall proceed diligently with the performance of all tasks identified and agreed to be undertaken pursuant to this Cooperative Agreement and in accordance with the decision of the District Engineer. Recourse to judicial process shall not be precluded following the final decision of the Division Engineer.

IX. COVENANT AGAINST CONTINGENT FEES

UMC/NHCCC warrants that no person or selling agency has been employed or retained to solicit or secure this Cooperative Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the Government shall have the right to annul this Cooperative Agreement without liability.

X. RELATIONSHIP OF PARTIES

The parties to this Cooperative Agreement act in their independent capacities in the performance of their respective functions under it, and no party is to be considered the officer, agent, or employee of the other.

XI. DURATION

A. This Cooperative Agreement will continue in full force for ten (10) years unless sooner terminated in accordance with the provisions hereof. If this Cooperative Agreement is to be renewed, it will be renegotiated by the parties upon terms and conditions to be mutually agreed upon, including a provision for renegotiating that agreement at least every three (3) years thereafter.

B. Notwithstanding anything contained in this Cooperative Agreement to the contrary, the parties acknowledge that The Curators of the University of Missouri is a public corporation of the state of Missouri and, as such, in no instance shall create any indebtedness in any one (1) year above what can be paid out of the annual income of said year. In view of such fiscal restraints, the parties agree that if the NHCCC annually requests funds for its support and operations related to this Cooperative Agreement and, through no action initiated by NHCCC, the requested appropriations are not approved, UMC may upon one (1) year's prior written notice to the Corps, terminate this Cooperative Agreement.

C. Upon termination of this Cooperative Agreement, UMC shall return such collections and associated records to the Corps or such third party as the Corps shall direct or, at the option of the Corps, UMC shall retain same until so directed by the Corps; provided, however, the parties agree that said retention shall not obligate UMC to continue providing services described in Article V.C hereof. If the Cooperative Agreement expires by its own terms and is not renewed, the Corps shall be responsible for the reasonable costs associated with such return or retention by UMC. If the Cooperative Agreement is terminated prior to the expiration thereof, the party terminating the Cooperative Agreement shall be responsible for the reasonable costs associated with such return or retention by UMC.

XII. AMENDMENT

This Cooperative Agreement may be amended at any time by mutual agreement of the parties.

XIII. EFFECTIVE DATE

This Cooperative Agreement will take effect upon the date of execution by the District Engineer, St. Louis District.

Dated this _____ day of _____, 1990.

STATE OF MISSOURI	CORPS OF ENGINEERS
_____	_____
Vice Provost for Research University of Missouri - Columbia	District Engineer

Appendices:

A - St. Louis District Curation Standards
B - 36 CFR Part 79
C - St. Louis District Standards for Collections Management Centers
D - ER 1130-2-433
E - Budget: Years 1 - 10 (FY 90 - FY 99)
F - St. Louis District Collections Management Retrieval Format
G - St. Louis District Procedures for Inventory and Evaluation of Existing Collections

APPENDIX E

ARCHAEOLOGICAL CURATION BUDGET
TEN YEAR SCHEDULE
(FY 90 - FY 99)

	Description	Deliverable (1 cu. ft. = 1 box)	Cost Per cu. ft. (Box)	Total Cost
Year 1 (FY 90)				
CE	-----	----	$151.00	$200,075
NHCCC	Inspect collections	1,325 cu. ft. inspected and evaluated		
	Evaluate condition of existing collections			
Year 2 (FY 91)				
CE	-----	-----	$151.00	$ 90,449
NHCCC	Inspect collections	599 cu. ft. inspected and evaluated		
	Evaluate condition of existing collections			
	Prepare report detailing curation and conservation status of collections following format of Appendixes F, G	Curation Report		
Year 3-10 (FY 92-99)				
CE	-----	-----	$438.28	$ 88,755
NHCCC	Rehabilitate collections according to cooperative agreement, provisions of ER 1130-2-433, and SLD Archaeological Curation Standards (Appendixes A, F, G)	241 cu. ft. of artifacts annually		
		Total for 10 yrs		$1,000,567

Archives Catalog For Cannon Reservoir Archaeological Documentation: Series I

CAN
s.I
Adm.

Cannon Reservoir Archaeological Projects, 1959-1980.
Administrative Records
50 folders

Collection of contracts, correspondence, progress reports, financial records, personnel records, property and equipment records, and miscellaneous administrative records. Organized by topic.

f. 1-7

Contracts and Related Documents

F. 1	National Park Service Contract No. 14-10-232-401: Supplement No.1, Contract No. 14-10-0232-585 (1961), and Correspondence, 1959-1964.
F. 2	National Park Service Contract No. 14-10-2: 920-8, Correspondence, Progress and Direct Effort Reports, and Financial Records, 1967-1968.
F. 3	National Park Service Purchase Order No. 920-562, Correspondence, Progress and Direct Effort Reports, and Financial Records, 1967-1969.
F. 4	National Park Service Contract No. 14-10-2: 920-63, Purchase Order No. 920-328, Proposals, and Correspondence, 1968.
F. 5	Scope of Work (Historical Mitigation), 1980.
F. 6	Correspondence and Progress Reports, 1969-1972.
F. 7	Monthly Progress Reports, 1974-1979.

f. 8-16

Financial Records

F. 8-10	Invoices and Vouchers, 1978 [photocopies].
F. 11-12	Invoices and Vouchers, 1979 [photocopies].
F. 13	Invoices and Vouchers, 1980 [photocopies].
F. 14	Invoices and Vouchers (Vehicles), 1978-1980 [photocopies].
F. 15	Ledger, 1978-1980.
F. 16	Miscellaneous, 1978-1980.

f. 17-34

Personnel Records

F. 17	Payroll, 1976-1977.
F. 18-19	Payroll, 1978.
F. 20-21	Payroll, 1979.
F. 22	Payroll, 1980.
F. 23-25	Employment Applications, Summer, 1978.
F. 26	Employment Applications, 1977-1980.
F. 27	Employment Applications, 1978-1979.
F. 28	Employment Applications (Hired Employees), 1978-1979.
F. 29	Employment Applications-Miscellaneous Notes.
F. 30	Vacation/Sick Leave, 1977-1980.
F. 31	Unemployment Benefit Claims, 1979-1980.

	F. 32	Workmen's Compensation Forms, 1978-1980.
	F. 33	Correspondence and Forms-Miscellaneous, 1978-1980.
	F. 34	Employee Handbooks, Benefit Manuals, and Forms.
f. 35-42	**Equipment and Property Records**	
	F. 35	Vehicle Mileage, 1979-1980.
	F. 36	Vehicle Service and Repair, 1978-1979.
	F. 37-38	Vehicle Operation Log, 1977-1980.
	F. 39	Equipment and Supply Requisitions, 1975-1980.
	F. 40	Equipment Loan Receipts, 1978-1980.
	F. 41	Property Losses, 1977-1980.
	F. 42	Photocopy Records, 1977-1980.
f. 43-50	**Miscellaneous Records**	
	F. 43	Artifact Loans, 1976.
	F. 44	Artifact Loans, 1979.
	F. 45	Correspondence, 1978-1979.
	F. 46	Correspondence (Academic Press), 1981-1982.
	F. 47	Newspaper Clippings, 1958; Corps of Engineers Map, 1956; Correspondence (D. Henning), 1961.
	F. 48	Newspaper Article - The Buried Past. Rural Electric Missourian, pp.10-11, May, 1976.
	F. 49	Report Distribution Records.
	F. 50	Project Forms (Samples).

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Cannon Reservoir Archaeological Projects, 1959-1980.
Background Records
38 folders

Collection of federal, state, and county government documents, land ownership and settlement records, and publications. Organized by topic.

f. 1-14	**General Land Office Records**	
	F. 1-2	Maps [photocopies].
	F. 3-4	Indexes of Exterior Boundary Lines [photocopies].
	F. 5	Field Notes, Missouri Surveys [microfilm].
	F. 6-14	Field Notes, Missouri Surveys [photocopies].
	F. 6	T53N, R8-9W
	F. 7	T54N, R6-7W

	F. 8	T54N, R8-9W
	F. 9	T54N, R10W
	F. 10	T55N, R6-7W
	F. 11	T55N, R8-10W
	F. 12	T56N, R6-8W
	F. 13	T56N, R9-10W
	F. 14	T57N, R9-10W
f. 15-16	**U.S.D.A. Soil Conservation Service Records**	
	F. 15	Soil Survey Maps - Monroe County, 1974 [2 vols.].
	F. 16	Soil Survey Maps - Ralls County, 1974 and 1979.
f. 17-19	**Census Records**	
	F. 17	Agricultural Census - Monroe County, 1850 [photocopies].
	F. 18	Agricultural Census - Ralls County, 1850 [photocopies].
	F. 19	Products of Industry Census - Monroe and Ralls Counties, 1850 [photocopies].
f. 20-24	**Court Records**	
	F. 20	Probate Records (Wills, A-K).
	F. 21	Probate Records (Wills, L-Z).
	F. 22	Probate Records (No Wills).
	F. 23	Probate Records (Estate Sales) [photocopies] and Notes.
	F. 24	Circuit Court Records - Ralls County.
f. 25-30	**Land Ownership Records**	
	F. 25	Abstract of Title - Monroe County [n.d.].
	F. 26	Abstract of Title - Monroe County - J.H. Smith and Bryan (Gosney), 1941.
	F. 27	Abstract of Title - Monroe County - Bannister-Bush Site [n.d.].
	F. 28	Abstract of Title - Monroe County [n.d.] and Abstract of Title - Monroe County - 23MN-HR137 (Alex Smith) [n.d.].
	F. 29	Land Ownership Notes and Miscellaneous Plat Maps.
	F. 30	Land Ownership Notes.
f. 31-35	**Historical Settlement Records**	
	F. 31	Notes.
	F. 32-33	Miscellaneous.
	F. 34	23MN-HR3 (A.O. Calhoun Home).
	F. 35	23MN-HR14 (Mateer Barn).
f. 36-38	**Publications**	
	F. 36	Newsletter of Lithic Technology, 1975-1977.

F. 37 Missouri Botanical Garden. Environmental Assessment: Clarence Cannon Dam and Reservoir, 1974.

F. 38 Donham, Theresa K. Archaeological Investigations in the Norton Bridge Area, Ralls County, Missouri [n.d.].

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Cannon Reservoir Archaeological Projects, 1959-1980.
Survey Records
76 folders

Collection of site survey sheets, historic structures inventory sheets, field journals and catalogs, site maps, bag lists, transit records, and other survey records. Organized geographically by county and archaeological time period and subdivided by record type and site.

f. 1

Audrain County Sites - Prehistoric

F. 1 Site Survey Sheets
23AU100 to 23AU105, 1959-1978.

f. 2-35

Monroe County Sites - Prehistoric

F. 2-26 Site Survey Sheets

F. 2 23MN5 to 23MN50, 1956-1975.
F. 3 23MN200 to 23MN224, 1959-1978.
F. 4 23MN225 to 23MN249, 1959-1980.
F. 5 23MN250 to 23MN274, 1959-1978.
F. 6 23MN275 to 23MN299, 1959-1976.
F. 7 23MN300 to 23MN340, 1966-1977.
F. 8 23MN341 to 23MN375, 1975.
F. 9 23MN376 to 23MN410, 1975.
F. 10 23MN411 to 23MN445, 1975.
F. 11 23MN446 to 23MN480, 1975-1978.
F. 12 23MN481 to 23MN515, 1975.
F. 13 23MN516 to 23MN550, 1975-1977.
F. 14 23MN551 to 23MN585, 1975-1977.
F. 15 23MN586 to 23MN620, 1975-1976.
F. 16 23MN621 to 23MN655, 1976.
F. 17 23MN656 to 23MN690, 1975-1978.
F. 18 23MN691 to 23MN725, 1976.
F. 19 23MN726 to 23MN760, 1976.
F. 20 23MN761 to 23MN795, 1976-1978.
F. 21 23MN796 to 23MN825, 1977.
F. 22 23MN826 to 23MN855, 1977.

F. 23 23MN856 to 23MN895, 1977.
F. 24 23MN896 to 23MN940, 1976-1979.
F. 25 23MN941 to 23MN985, 1978.
F. 26 23MN986 to 23MN1032, 1976-1980.
F. 27-34 Individual Sites
F. 27 23MN271 - Field Journal.
F. 28 23MN334 - Field Journal, Field Catalog, and Site Map, 1976.
F. 29 23MN349 - Transit Records.
F. 30 23MN388 - Bag Lists.
F. 31 23MN557 and 558 - Site Map, 1976.
F. 32 23MN558 - Controlled Surface Collection Sheets, 1976.
F. 33 23MN759 - Transit Records.
F. 34 23MN837 - Field Journal, 1978.
F. 35 Multiple Sites - Transit Records.

f. 36-40 **Monroe County Sites - Historic**
F. 36 Site Survey Sheets
23MN-HR229 to 23MN-HR234
F. 37 Individual Site Records
23MN-HR180 - Transit Records.
F. 38-40 Historic Structures Inventory Sheets
F. 38 23MN-HR1 to 23MN-HR128, 1977.
F. 39 23MN-HR129 to 23MN-HR255, 1977.
F. 40 Miscellaneous, 1977.

f. 41-54 **Ralls County Sites - Prehistoric**
F. 41-50 Site Survey Sheets
F. 41 23RA5 to 23RA83, 1975-1978.
F. 42 23RA134 to 23RA170, 1974-1975.
F. 43 23RA171 to 23RA215, 1975-1978.
F. 44 23RA216 to 23RA250, 1975.
F. 45 23RA251 to 23RA285, 1975-1978.
F. 46 23RA286 to 23RA320, 1947-1975.
F. 47 23RA321 to 23RA365, 1960-1976.
F. 48 23RA366 to 23RA400, 1976-1977.
F. 49 23RA401 to 23RA450, 1977-1978.
F. 50 23RA451 to 23RA503, 1975-1979.
F. 51-54 Individual Site Records
F. 51 23RA136 - Site Map.
F. 52 23RA272 - Transit Records.
F. 53 23RA414 - Transit Records.
F. 54 23RA496 - Transit Records.

f. 55-56

Ralls County Sites - Historic

F. 55 Site Survey Sheets
23RA-HR75 to 23RA-HR81, 1978.

F. 56 Historic Structures Inventory Sheets
23RA-HR1 to 23RA-HR74, 1977.

f. 57-58

Shelby County Sites - Prehistoric

F. 57 Site Survey Sheets
23SY10 to 23SY166, 1966-1978.

F. 58 Multiple Shelby County Sites - Transit Records

f. 59-60

Shelby County Sites - Historic

F. 59 Site Survey Sheets
23SY-HR3 to 23SY-HR4, 1978

F. 60 Historic Structures Inventory Sheets
23SY-HR1 to 23SY-HR2, 1977.

f. 61-73

Multiple Cannon Reservoir Sites - Prehistoric

F. 61-64 Field Journals, 1975.
F. 65-67 Field Journals (Probabilistic Survey), 1977-1978.
F. 68 Field Journal (Crop Data by Tract), 1974-1976.
F. 69 Field Journal (Site Testing), 1976.
F. 70 Field Catalog, 1977.
F. 71 Site Data, 1975-1976.
F. 72 Site Locations [1960s].
F. 73 Site Numbers Catalog, 1974-1978 and Field Catalog, 1975-1978.

f. 74-76

Multiple Cannon Reservoir Sites - Historic

F. 74 Project Maps.
F. 75 Site Number Conversion Tables.
F. 76 Transit Records.

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Cannon Reservoir Archaeological Projects, 1959-1980.
Excavation Records
189 folders

Collection of excavation sheets, plan/profile maps, site maps, field journals and catalogs, bag lists, transit records, grid sheets, and other excavation records. Organized geographically by county and archaeological time period and subdivided by site.

f. 1-114

Monroe County Sites - Prehistoric

F. 1 — 23MN203
Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy], 1967.

F. 2-8 — 23MN221
- F. 2 — Excavation Sheets, 1961.
- F. 3 — Bag Lists, 1961.
- F. 4 — Excavation Sheets, 1979.
- F. 5-8 — (Features) - Excavation Sheets and Plan/Profile Maps, 1979.

F. 9-10 — 23MN222
- F. 9 — Excavation Sheets, 1976 [original and typed copies].
- F. 10 — Field Journal and Transit Records, 1976; Survey Sheets, 1975 [typed copies]; and Site Map.

F. 11-12 — 23MN223
- F. 11 — Excavation Sheets, 1979.
- F. 12 — (Features) - Excavation Sheets, Plan/Profile Maps, and Bag Lists, 1979.

F. 13 — 23MN232
Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy], 1967.

F. 14 — 23MN242
Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy], 1967.

F. 15 — 23MN243
Excavation Sheets, 1961.

F.16-21 — 23MN260
- F. 16 — Excavation Sheets, 1960.
- F. 17 — Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy], 1967.
- F. 18-19 — (Features) - Excavation Sheets and Plan/Profile Maps, 1978.
- F. 20-21 — (Features - House #1) - Excavation Sheets and Plan/Profile Maps, 1978.

F. 22 — 23MN261
Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy], 1967.

F. 23	23MN270 Excavation Sheets, 1959.
F. 24-31	23MN272
F. 24	Grid Recording Sheets [1978-1979].
F. 25	(Stripped Area #2 - Features) - Excavation Sheets and Plan/Profile Maps, 1978.
F. 26	(Stripped Area #3 - Features) - Excavation Sheets and Plan/Profile Maps, 1978.
F. 27-29	(Stripped Area #6 - Features) - Excavation Sheets and Plan/Profile Maps, 1978-1979.
F. 30	(Stripped Areas) - Bag Lists, 1978-1979.
F. 31	(Surface) - Bag Lists, 1978-1979.
F. 32-35	23MN275
F. 32-34	Excavation Sheets, 1961.
F. 35	Field Journal, 1961.
F. 36	23MN281 Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy], 1967.
F. 37-38	23MN288
F. 37	Grid Recording Sheets, 1978.
F. 38	(Surface) - Bag Lists, 1978.
F. 39	23MN300 Excavation Sheets and Transit Records, 1961.
F. 40	23MN301 Excavation Sheets, 1961.
F. 41-43	23MN302
F. 41	Excavation Sheets and Site Map, 1962.
F. 42	Excavation Sheets and Transit Records, 1977.
F. 43	Excavation Sheets and Transit Records, 1977.
F. 44-47	23MN308
F. 44	(Features) - Excavation Sheets, 1977.
F. 45-46	(Features) - Excavation Sheets and Plan Maps, 1979.
F. 47	(Features) - Bag Lists, 1979.
F. 48	23MN349 (Surface) - Bag Lists [1977].
F. 49	23MN374 Field Journal and Site Map, 1977.
F. 50-52	23MN380
F. 50	Excavation Sheets, Profile Maps, and Transit Records, 1976-1977.
F. 51	Excavation Sheets, Profile Maps, and Transit Records, 1976-1977 [typed copies].
F. 52	Field Journal, Field Catalog, and Site Maps, 1976.

F. 53-54	23MN388
F. 53	Excavation Sheets, Grid Recording Sheets, and Profile Sheets, 1978.
F. 54	(Surface) - Bag Lists, 1978.
F. 55-59	23MN542
F. 55	Excavation Sheets, 1976.
F. 56	Excavation Sheets, 1976 [typed copies].
F. 57	Field Journal and Field Catalog, 1976.
F. 58	Transit Records, 1976 [original and typed copies].
F. 59	Trench Profiles, 1976 [original and typed copies].
F. 60	23MN557 and 558 Field Journal, 1976.
F. 61-66	23MN638
F. 61-62	Excavation Sheets, 1977.
F. 63-64	Excavation Sheets, 1977 [typed copies].
F. 65	(Features) - Excavation Sheets and Plan/Profile Maps, 1977.
F. 66	Field Journal and Field Map, 1977.
F. 67-96	23MN732
F. 67-71	Excavation Sheets, 1977.
F. 72-76	Excavation Sheets, 1977 [typed copies].
F. 77	(Stripped Squares) - Excavation Sheets, 1977 [typed copies].
F. 78	Field Journal, 1977.
F. 79	Artifact Catalog, 1978.
F. 80-89	Excavation Sheets, 1978.
F. 90	(Cleanup) - Excavation Sheets, 1978.
F. 91-92	(Features) - Excavation Sheets, 1977-1978.
F. 93	Grid Recording Sheets and Excavation Progress Records.
F. 94	(Stripped Squares) - Excavation Sheets, 1978.
F. 95	Soils - Bag Lists, 1978.
F. 96	Soils - Profile Maps.
F. 97	23MN751 (Features) - Excavation Sheets, Transit Records, and Field Journal, 1979.
F. 98	23MN759 (Features) - Excavation Sheets, 1979.
F. 99-101	23MN796
F. 99	Bag Lists and Artifact Catalog, 1978.
F. 100	Field Journal, 1979.
F. 101	(Features) - Excavation Sheets and Plan/Profile Maps, 1979.
F. 102-107	23MN799
F. 102	(Features) - Excavation Sheets and Plan/Profile Maps, 1977-1978.
F. 103	Field Journal, Field Catalog, Transit Records, Bag Lists, and Artifact Drawings, 1977-1979.

F. 104 Plan Maps, 1977.
F. 105 Profile Maps, 1977.
F. 106 Excavation Sheets, 1978.
F. 107 (Features - Mound A) - Plan Maps and Transit Records, 1978.
F. 108 23MN800
Excavation Sheets, Field Journal, and Field Catalog, 1977.
F. 109 23MN837
(Surface) - Bag Lists and Grid Recording Sheets, 1978.
F. 110 23MN900
(Surface) - Bag Lists and Grid Recording Sheets, 1978.
F. 111 23MN1017
(Features) - Excavation Sheets, 1978.
F. 112-114 Multiple Monroe County Sites
F. 112 Field Maps, 1961.
F. 113 Field Catalog, 1967,
F. 114 (Surface) - Transit Records.

f. 115-138

Monroe County Sites - Historic

F. 115-118 23MN-HR18
F. 115 Excavation Sheets, 1978.
F. 116 Field Journal [photocopy] and Bag Lists, 1978.
F. 117-118 Plan Maps, 1979.
F. 119-121 23MN-HR74
F. 119 Excavation Sheets, 1980.
F. 120 Field Journal and Bag Lists, 1980 [photocopies].
F. 121 Plan Maps and Bag Lists, 1980.
F. 122-124 23MN-HR113
F. 122 Excavation Sheets, 1980.
F. 123 Field Journal, Field Catalog, and Bag Lists, 1980 [photocopy].
F. 124 Plan Maps and Bag Lists, 1980.
F. 125-126 23MN-HR137
F. 125 Excavation Sheets, Plan Maps, and Drawings, 1978.
F. 126 Field Journal, 1978 [photocopy].
F. 127-131 23MN-HR160
F. 127-128 Excavation Sheets, 1979.
F. 129 Field Journal [photocopy] and Bag Lists, 1979.
F. 130-131 Plan Maps, 1979.
F. 132-135 23MN-HR180
F. 132 Field Journal and Field Catalog, 1978 [photocopies].
F. 133 Field Journal, 1979 [photocopy].
F. 134 Field Journal, Plan Maps, and Transit Records, 1978.
F. 135 Plan Maps, 1978.

F. 136-137 23MN-HR205
F. 136 Field Journal and Transit Records, 1979 [photocopies].
F. 137 Plan Maps, 1979.
F. 138 23MN-HR241
Plan Maps and Informant Correspondence, 1979.

f. 139-186

Ralls County Sites - Prehistoric

F. 139-141 23RA83
F. 139 Excavation Sheets, 1977.
F. 140 Field Journal, Field Catalog, and Transit Records, 1977.
F. 141 Profile Maps, 1979.
F. 142-151 23RA136
F. 142 Field Journal and Field Catalog, 1975.
F. 143 (A) - Excavation Sheets, 1975.
F. 144 (A) - Excavation Sheets, 1975 [typed copies].
F. 145 (A - Features) - Excavation Sheets, 1975.
F. 146 (A - Features) - Excavation Sheets, 1975 [typed copies].
F. 147-148 (A) - Profile Maps, 1975.
F. 149 (A) - Profile Maps, 1975 [typed copies].
F. 150 (A) - Flotation Records [1975].
F. 151 (B) - Excavation Sheets, Profile Maps, Field Journal, and Field Catalog, 1975.
F. 152 23RA138
Excavation Sheets, Profile Maps, Field Journal, and Field Catalog, 1975.
F. 153-155 23RA151
F. 153 Excavation Sheets, Profile Maps, and Transit Records, 1976.
F. 154 Excavation Sheets, Profile Maps, and Transit Records, 1976 [typed copies].
F. 155 Field Journal and Field Catalog, 1976.
F. 156 23RA201
Field Journal and Transit Records, 1976.
F. 157-158 23RA202
F. 157 Excavation Sheets and Profile Maps, 1975.
F. 158 Excavation Sheets and Profile Maps, 1975 [typed copies].
F. 159 23RA202,203,204, and 205
Field Journal and Field Catalog, 1975.
F. 160-161 23RA204
F. 160 Excavation Sheets and Profile Maps, 1975.
F. 161 Excavation Sheets and Profile Maps, 1975 [typed copies].
F. 162-163 23RA205
F. 162 Excavation Sheets and Profile Maps, 1975.
F. 163 Excavation Sheets and Profile Maps, 1975 [typed copies].
F. 164-171 23RA224
F. 164-165 Excavation Sheets, 1975.

F. 166 Excavation Sheets, 1975 [typed copies].
F. 167 (Features) - Excavation Sheets, 1975.
F. 168 (Features) - Excavation Sheets, 1975 [typed copies].
F. 169 Field Journal and Field Catalog, 1975.
F. 170 Profile Maps, 1975.
F. 171 Profile Maps, 1975 [typed copies].

F. 172-174 23RA271
F. 172 Excavation Sheets, 1975.
F. 173 Excavation Sheets, 1975 [typed copies].
F. 174 Field Journal and Field Catalog, 1975.

F. 175 23RA300
Excavation Sheets, Field Journal [typed copy], and Field Catalog [typed copy],1967.

F. 176-178 23RA302-302A
F. 176 Field Journal and Field Catalog, 1975.
F. 177 Excavation Sheets, Profile Maps, and Transit Records, 1975.
F. 178 Excavation Sheets, Profile Maps, and Transit Records, 1975 [typed copies].

F. 179 23RA315
Excavation Sheets, 1960.

F. 180-181 23RA317
F. 180 Excavation Sheets, 1962.
F. 181 Field Catalog and Site Maps, 1962.

F. 182 23RA321
Excavation Sheets, Profile Maps, and Site Map, 1962.

F. 183 23RA325A
Excavation Sheets and Site Map, 1962.

F. 184 23RA341
(Features) - Excavation Sheets, Profile Maps, and Transit Records, 1976 [original and typed copies].

F. 185 23RA551
Profile Maps, 1976 [original and typed copies].

F. 186 Multiple Ralls County Sites
Field Journal and Field Catalog, 1976.

f. 187

Shelby County Sites - Prehistoric

F. 187 Multiple Shelby County Sites
(Surface) - Transit Records, 1978.

f. 188-189

Miscellaneous Excavation Records
F. 188 Trench Fill Records, 1980.
F. 189 Excavation Forms (Instructions).

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Cannon Reservoir Archaeological Projects, 1959-1980.
Analysis Records
390 folders

Collection of catalogs, analysis sheets, lists, tables, maps, printouts, notes, and other analysis records. Organized geographically by county and archaeological time period and subdivided by site.

f. 1-274

Monroe County Sites - Prehistoric
F. 1 23MN203
Artifact Catalog, 1967 [33 - 5″ x 8″ cards].
F. 2-16 23MN221
F. 2 Artifact Catalog, 1961 [209 - 5″ x 8″ cards] and 1967 [3 - 4″ x 6″ cards].
F. 3 Artifact Catalog, 1979 [1574 - 5″ x 8″ cards].
F. 4 Bag Lists, 1979.
F. 5 Bag Lists (Faunal, Botanical, and Flotation), 1979.
F. 6 Catalog Crossfile and Box Inventory Sheets, 1979.
F. 7 Lithics (Cores) - Analysis Sheets and Analysis Code, 1979.
F. 8 Non-cultural Artifacts - Gross Artifact Counts and Weights, 1979.
F. 9 Radiocarbon Specimen Data Sheets and Inventory, 1979.
F. 10 Soils Analysis Tables and Bag Lists (Mussel Shell), 1979.
F. 11 (Block Excavations) - Gross Artifact Counts and Weights [1979].
F. 12 (Block Excavations) - Lithics - Laboratory Catalog, 1979.
F. 13-14 (Features) - Gross Artifact Counts and Weights [1979].
F. 15-16 (Features) - Lithics - Laboratory Catalog Sheets, 1979.
F. 17 23MN222
(Features) - Reconstruction and Analysis Records, 1979.
F. 18-23 23MN223
F. 18 Artifact Catalog, 1968 [1837 - 5″ x 8″ cards].
F. 19 Artifact Catalog, 1969 [4″ x 6″ cards].
F. 20 Catalog Crossfile, Box Inventory, Non-cultural Counts and Weights, Bag Lists, Soils Analysis Tables, and Feature Metric Data, 1977.
F. 21 Lithics - Gross Artifact Counts and Weights, 1979.
F. 22 Lithics - Laboratory Catalog Sheets, 1979.

F. 23	Lithics (Cores) - Analysis Sheets and Analysis Code. 1979.
F. 24	23MN232 Artifact Catalog, 1967 [23 - 5″ x 8″ cards].
F. 25-29	23MN242
F. 25	Artifact Catalog, 1967 [367 - 5″ x 8″ cards].
F. 26-28	Artifact Catalog, 1967.
F. 29	Datum Depth Records and Site Grid Map, 1967.
F. 30	23MN243 Artifact Catalog, 1961 [89 - 5″ x 8″ cards and 1967 [41 - 4″x 6″ cards].
F. 31-34	23MN246
F. 31-32	Lithics - Computer Coding Forms, 1979.
F. 33	(Surface) - Bag Lists.
F. 34	(Surface) - Gross Artifact Counts.
F. 35	23MN255 Artifact Catalog, 1969 [135 - 5″ x 8″ cards].
F. 36-52	23MN260
F. 36	Bag Lists, 1978.
F. 37	Bag Lists (Carbon, Flotation, Pollen, and Soil Samples).
F. 38	Bag Lists (Flotation), 1978.
F. 39	Lithics (Cores) - Analysis Sheets, 1978.
F. 40	Non-cultural Artifacts - Gross Artifact Counts and Weights.
F. 41	Radiocarbon Specimen Data Sheets.
F. 42	(Features) - Analysis Records, 1978.
F. 43	(Features) - Catalog Crossfile and Inventory Sheets.
F. 44-45	(Features) - Gross Artifact Counts and Weights [1978].
F. 46-47	(Features) - Laboratory Catalog Sheets, 1978-1979.
F. 48	(Features - House #1) - Gross Artifact Counts and Weights [1978].
F. 49	(Features - House #1) - Laboratory Catalog Sheets, 1978-1979.
F. 50	(Features - House #1) - Postmold Plan/Profile Maps, 1978.
F. 51	(Surface and Plow Zone) - Gross Artifact Counts and Weights [1978].
F. 52	(Surface and Plow Zone) - Laboratory Catalog Sheets, 1978-1979.
F. 53	23MN261 Artifact Catalog, 1967 [467 - 5″ x 8″ cards].
F. 54	23MN271 (Surface) - Bag Lists and Grid Recording Sheets, 1978.
F. 55-84	23MN272

F. 55	Bag Lists (Flotation), 1979 and Soils Analysis Table.
F. 56	Catalog Crossfile, Box Inventory, Radiocarbon Sample Inventory and Specimen Data Sheets, and Miscellaneous Lithic Analysis Records.
F. 57	Ceramics Analysis Code.
F. 58	Lithics (Intensive Wear Analysis) - Computer Coding Forms, 1979.
F. 59	Non-cultural Artifacts - Gross Artifact Counts and Weights.
F. 60-62	(Non-stripped Area) - Lithics - Computer Coding Forms, 1978.
F. 63	(Non-stripped Area - Surface) - Gross Artifact Counts and Weights [1978-1979].
F. 64	(Stripped Area) - Bag Lists, 1978-1979.
F. 65	(Stripped Area) - Bag Lists (Flotation), 1979.
F. 66	(Stripped Area) - Faunal [1979].
F. 67	(Stripped Area) - Lithics - Computer Coding Forms, 1978.
F. 68	(Stripped Area) - Lithics (Intensive Wear Analysis) - Computer Coding Forms, 1979.
F. 69	(Stripped Area - Features) - Analysis Data Sheets.
F. 70	(Stripped Area - Features) - Faunal Inventory Sheets, 1978.
F. 71	(Stripped Area - Features) - Gross Artifact Counts and Weights (Miscellaneous Sheets), 1978.
F. 72	(Stripped Area - Features) - Lithics (Cores) - Analysis Sheets and Analysis Code, 1978.
F. 73	(Stripped Area - Surface) - Gross Artifact Counts and Weights [1978-1979].
F. 74-75	(Stripped Area #2 - Features) - Gross Artifact Counts and Weights, 1978.
F. 76	(Stripped Area #2 - Features) - Lithics - Laboratory Catalog Sheets, 1979.
F. 77	(Stripped Area #3 - Features) - Gross Artifact Counts and Weights, 1978.
F. 78	(Stripped Area #3 - Features) - Lithics - Laboratory Catalog Sheets, 1979.
F. 79-80	(Stripped Area #6 - Features) - Gross Artifact Counts and Weights, 1976.
F. 81	(Stripped Area #6 - Features) - Gross Artifact Counts and Weights, 1978.
F. 82-83	(Stripped Area #6 - Features) - Lithics - Laboratory Catalog Sheets, 1979.
F. 84	(Surface) - Gross Artifact Counts.
F. 85-86	23MN275
F. 85	Human Skeletal - Artifact Catalog [1960s], [111 - 5″x 8″ cards].
F. 86	Human Skeletal - Computer Printouts.

F. 87	23MN281
	Artifact Catalog, 1967 [7 - 5″x 8″ cards].
F. 88-92	23MN288
F. 88	(Surface) - Gross Artifact Counts and Weights.
F. 89	(Surface) - Gross Artifact Counts and Weights (Historic).
F. 90-92	(Surface) - Lithics - Computer Coding Forms, 1979.
F. 93	23MN300
	Artifact Catalog, 1962 [76 - 5″x 8″ cards].
F. 94	23MN301A
	Artifact Catalog, 1962 [293 - 5″ x 8″ cards] and 1961 [6 - 4″ x 6″ cards].
F. 95	23MN302
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F. 96-100	23MN308
F. 96	(Features) - Catalog Crossfile, Non-cultural Counts and Weights, Box Inventory, Bag Lists, Feature Metric Data, Soils Analysis Tables, and Radiocarbon Sample Inventory and Specimen Data Sheets, 1979.
F. 97	(Features) - Inventory Sheets (Botanical, Faunal, Mussel Shell, and Flotation), 1979.
F. 98	(Features) - Gross Artifact Counts and Weights.
F. 99	(Features) - Laboratory Catalog Sheets, 1979.
F. 100	(Features) - Lithics (Cores) - Analysis Sheets and Analysis Code, 1979.
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F. 102	(Surface) - Lithics (Intensive Wear Analysis) - Computer Coding Forms, 1980.
F. 103	(Surface - A,B,C, and E) - Lithics - Computer Coding Forms, 1979.
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F. 106	Bag List (Flotation), 1976.
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F. 109	(Features) - Reconstruction and Analysis Records, 1979.
F. 110	(Features) - Faunal - Identification Sheets and Analysis Tables, 1976.
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F. 111-112	(Surface) - Gross Artifact Counts.
F. 113-114	(Surface) - Lithics - Computer Coding Forms, 1979.
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F. 115	(Surface) - Bag Lists and Grid Recording Sheets, 1978.

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F. 119	(Surface) - Bag Lists and Grid Recording Sheets, 1978.
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F. 125	Flotation Analysis Notes.
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F. 127	Lithics - Artifact Density Maps, Computer Coding Forms, and Computer Printouts, 1979.
F. 128	Lithics - Gross Artifact Counts.
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F. 139	Artifact Distribution Grid Map.
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F. 143	Ceramics - Distribution Maps.
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F. 160	Lithics (Limestone) - Weight Tables.
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F. 164	Soils - Analysis Notes, 1977.
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F. 170	(Dalton Levels) - Artifact Distribution Maps, Graphs, and Tables.
F. 171	(Features) - Analysis Notes.
F. 172	(Features) - Lithics - Size Distribution Maps, Point Classification Key, and Miscellaneous Analysis Notes.
F. 173	(Features) - Soils - Analysis Notes.
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F. 194	(Surface) - Bag Lists.
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F. 199	(Surface) - Lithics - Computer Coding Forms, 1979.
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F. 204	(Surface) - Lithics - Analysis Tables [typed copies].
F. 205	23MN784, 784A, 785, 786,787, and 787A (Surface) - Lithics - Computer Coding Forms and Computer Printouts.
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F. 207	(Features) - Plan Maps, Artifact Tables, Drawings, Radiocarbon Specimen Data Sheets, Soils Anlaysis Tables, and Transit Records, 1979.
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F. 281	23MN-HR99
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F. 282-283	23MN-HR113
F. 282	Historical Architecture (Samuel H. Smith House), 1978.
F. 283	Ceramics - Distribution Maps.
F. 284	23MN-HR137
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F. 285-286 23MN-HR160
F. 285 Artifact Catalog [68 - 4″x 6″ cards].
F. 286 Artifact Distribution Maps.
F. 287 23MN-HR170
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F. 288-289 23MN-HR180
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F. 289 Bag Lists and Artifact Distribution Maps.
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F. 291 23MN-HR185
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F. 292 23MN-HR188
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F. 294 23MN-HR212
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F. 295-296 Other Monroe County Sites - Historic
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F. 298 Artifact Distribution Maps - Computer Printouts.
F. 299 Artifact Frequency Distribution - Computer Printouts, 1982.
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F. 302 Human Skeletal - Inventory Sheets, Analysis Notes, and Artifact Tables.
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F. 308	Bag List (Flotation), 1976.
F. 309	Faunal Identification Sheets.
F. 310	(Features) - Reconstruction and Analysis Records, 1979.
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F. 319	(Features) - Reconstruction and Analysis Records, 1979.
F. 320-321	23RA271
F. 320	Bag List, 1975 [227 - 4″ x 6″ cards].
F. 321	Faunal Identification Sheets.
F. 322	23RA300
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F. 323	23RA302
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F. 326	Gross Artifact Counts and Analysis Notes, 1962-1964.
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F. 328	Gross Artifact Counts and Analysis Notes [1960s].
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F. 330	(Surface) - Bag Lists.
F. 331	(Surface) - Gross Artifact Counts.
F. 332	(Surface) - Lithics - Analysis Tables.
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F. 334	23RA370
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Historical Architecture (Samuel F. Bell House), 1978.

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F. 345 (Surface) - Lithics - Computer Coding Forms, 1979.
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F. 350 23SY153
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F. 353 Box Inventory, 1975-1976.
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F. 356 Lithics - Survey and General Site Curation Sheets, 1981.
F. 357 Lithics (Intensive Wear Analysis) - Computer Coding Forms, 1980.
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F. 367 Topographic Maps (Miscellaneous).
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F. 371 (Features) - Computer Coding Forms and Printouts, 1981.

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F. 387 Pottery Manufacturing, 1978.
F. 388 Recreation/Camps, Schools, Servant/Slave Quarters, Stores/Stations, Sugar Camps, and Towns/Villages.
F. 389 Stoutsville, Mo.
F. 390 Victor, Mo.

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Cannon Reservoir Archaeological Projects, 1959-1980.
Report Records
83 folders

Collection of drawings, figures, tables, plates, report drafts and reports. Organized by topic.

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Drawings

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F. 12	23RA325A, 1964.
F. 13	Barns, Cellars, and Storage Structures.
F. 14	O'Brien, Michael J. Cannon Reservoir Human Ecology Project, 1982 [photocopies].
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F. 16	23MN-HR311 and 343 [photocopies].
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F. 18	23MN732, Project History and Theoretical Orientation.
F. 19	Heldman, Donald P. Salvage Archaeology in the Joanna Reservoir Area, Missouri, 1960.
F. 20	23MN301 and 302, Kenneth Cole [1960s].
F. 21	Cole, Kenneth. The Popke Site, 23MN302, 1964 and Correspondence.
F. 22	Davis Site (23RA317) and the Dunn Site, Audrain County [1960s]

F. 23	O'Brien, Michael J. The Cannon Reservoir Human Ecology Project [photocopy].
F. 24	Schiemann, R. Reanalysis of Selected Sites in the Cannon Reservoir Human Ecology Project Area, 1979.
F. 25	Henning, Dale R. Ethnographic Information; Northeast Missouri: From European Contact to ca. 1825, 1981.
F. 26	23MN380
F. 27	Angus, Carole A. and Michael E. Ruppert. The Miskell Site (23MN542), 1977.
F. 28	23MN799 [photocopy].
F. 29	Mason, Roger D. The Use of Historical Documents in the Cannon Reservoir Historical Archeology Project.
F. 30	Report on Preliminary Statistical Analyses of Intensive Controlled Collections from the Cannon Reservoir Human Ecology Project, 1978 [photocopy].
F. 31	23MN638 (Crooked Creek Site).
F. 32	23MN380
F. 33	Bibliography.
F. 34	Chronology of the Cannon Reservoir Area.
F. 35	Henning, Dale - Miscellaneous.
F. 36	Gunderson, Nancy. Glassware Analysis for 23MN-HR180, 1978.

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Reports

F. 37	Henning, Dale R. Preliminary Archaeological Survey: Joanna Reservoir, 1960.
F. 38-39	Chapman, Carl H., Dale R. Henning, and Donald P. Heldman. Archaeological Investigations in the Joanna Reservoir Area, Missouri, 1961.
F. 40-41	Chapman, Carl H., Donald P. Heldman, and Dale R. Henning. Archaeological Investigations in the Joanna Reservoir Area, Missouri, 1962.
F. 42	Henning, Dale R., Amy E. Henning, and Kenneth W. Cole. Archaeological Excavations Joanna Reservoir, Missouri, 1964.
F. 43	Klippel, Walter E. Archaeological Salvage in the Cannon Reservoir Area, Missouri: 1967, 1968.
F. 44	Klippel, Walter E. Archaeological Salvage in the Cannon Reservoir Area, Missouri: 1967, 1968 [photocopy].
F. 45	Klippel, Walter E. The Booth Site: A Late Archaic Campsite. Missouri Archaeological Society Research Series, No. 6, August, 1969.
F. 46	Osborn, Alan J. The Francis Site (23MN255), 1972.

F. 47-49	Klippel, Walter E., Margret Mandeville, and Alan Osborn. Report of Archaeological Investigations in the Cannon Reservoir Area, Northeast Missouri: 1968, 1972.
F. 47	Klippel, Walter E. Archaeological Research in Missouri's Prairie Peninsula.
F. 48	Klippel, Walter E. and Margret Mandeville. The Collins Site (23MN223): An Early Woodland/Late Archaic Manifestation in the Prairie Peninsula.
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F. 50	Klippel, Walter E. An Early Woodland Period Manifestation in the Prairie Peninsula. Journal of the Iowa Archeological Society, Vol. 19, December, 1972.
F. 51	University of Nebraska-Lincoln. Missouri Archaeological Society Newsletter, No. 305:6-7, November, 1976.
F. 52-64	Cannon Reservoir Archaeological Project Report: Annual Report, 1976.
F. 52	Henning, Dale R. Introduction.
F. 53	Ruppert, Michael E. Comparative Studies, Cannon Reservoir Project Area: Preliminary Considerations.
F. 54	Angus, Carole. Review of Prehistoric Cultural Developments in the Salt River Valley.
F. 55	Ruppert, Michael E. and Carole Angus. Appendix I: Tool Typology.
F. 56-58	Warren Robert E. Appendix II: Site Survey and Survey Design.
F. 59	Ruppert, Michael E. Appendix III: The Flowers Site (23RA136A).
F. 60	Angus, Carole. Descriptive Analysis of Materials Recovered from the Murphy Site (23RA224) and Sites 23RA202 and 23RA204.
F. 61	Hunt, William J., Jr. Appendix IV: The Lick Lake Site (23RA302).
F. 62	Hunt, William J., Jr. The Foss Site (23RA302)
F. 63	Weymouth, John, David C. Teter, Prudence Sadler, Kay Sargent, and Robert E. Warren. Appendix V: Miscellaneous Reports.
F. 64	Weymouth, John, David C. Teter, Prudence Sadler, Kay Sargent, and Robert E. Warren. Appendix V: Miscellaneous Reports [bound copy].
F. 65-67	Cannon Reservoir Human Ecology Project Reports.
F. 65	Volume 1. Angus, Carole A. The Shinn Site (23MN222) and Hunt, William J., Jr. The Victor Bridge Site (23MN380), 1977.

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F. 83 Henning, Dale R. The Importance of Historic Cultural Resources, Cannon Reservoir, Missouri [n.d.] [photocopy].

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Cannon Reservoir Archaeological Projects, 1959-1980.
Photographic Records
68 folders and 7 albums

Collection of photo logs, aerial photographs, black/white photographs, color photographs, negatives, and slides.

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Photo Logs

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F. 20	23MN380	[19 - 8″ x 10″ and 1 - 7″ x 8″ contact sheets and 2 contact strips].
F. 21	23MN638	[1 - 3″ x 10″ contact sheet].
F. 22	23MN732	[3 - 8″ x 10″ contact sheets].
F. 23	23MN799	1966 [1 - 8″ x 5″ contact sheets].
F. 24	23MN799	1977 [41 - 8″ x 10″ contact sheets].
F. 25	23MN800	[5 contact strips].
F. 26	23MN837	[1 - 7″ x 8″ contact sheet].
F. 27	23MN-HR2	[3 - 8″ x 10″, 4 - 8″ x 7″, 1 - 4″ x 5″ 1/2″, 1 4″ x 5″ and 7 - 3 1/2″ x 3 1/2″ images].
F. 28	23MN-HR17	[1 - 8″ x 10″ image].
F. 29	23MN-HR18	[1 - 5″ x 7″ and 12 - 8″ x 10″ images].
F. 30	23MN-HR26	[3 - 3″ x 4″ images (polaroid), 1 - 8″ x 10″ and 1 - 5″ x 7″ images, and 2 - 8″ x 10″ contact sheets].
F. 31	23MN-HR34	[13 - 8″ x 10″ images].
F. 32	23MN-HR62	[11 - 8″ x 10″ images].
F. 33	23MN-HR74	[10 - 8″ x 10″ images]
F. 34	23MN-HR74	[54 - 3 1/2″ x 5″ images].
F. 35	23MN-HR91	[1 - 8″ x 10″ image].
F. 36	23MN-HR112	[1 - 8″ x 10″ image].
F. 37	23MN-HR113	[33 - 3 1/2″ x 5″ images].
F. 38	23MN-HR113	[8 - 8″ x 10″ and 2 - 5″ x 7″ images and 1 - 4″ x 8″ contact sheet].
F. 39	23MN-HR129	[4 - 8″ x 10″ images].
F. 40	23MN-HR135	[1 - 8″ x 10″ image].
F. 41	23MN-HR154	[3 - 8″ x 10″ images].
F. 42	23MN-HR160	[28 - 3 1/2″ x 5″ images].
F. 43	23MN-HR164	[6 - 8″ x 10″ images].
F. 44	23MN-HR170	[11 - 8″ x 10″ images].
F. 45	23MN-HR180	[10 - 8″ x 10″ images and 2 - 8″ x 10″ contact sheets].
F. 46	23MN-HR181	[4 - 8″ x 10″ images].
F. 47	23MN-HR205	[16 - 8″ x 10″ images].
F. 48	23MN-HR206	[13 - 8″ x 10″ images].
F. 49	23MN-HR241	[16 - 3 1/2″ x 5″ images].
F. 50	23MN-HR284	[10 - 8″ x 10″ images].
F. 51	23MN-HR290	[2 - 8″ x 10″ images].
F. 52	23RA82 & 23RA83	[1 - 8″ x 2 1/2″ contact sheet].

F. 53	23RA83	[5 - 8″ x 10″ contact sheets].
F. 54	23RA151	[13 - 8″ x 10″, 1 - 7″ x 8″, and 1 - 5″ x 8″ contact sheets].
F. 55	23RA554	[1 - 8″ x 10″ and 1 - 2 1/2″ x 8″ contact sheets].
F. 56	23RA-HR34	[1 - 3″ x 4″ image (polaroid) and 14 - 8″ x 10″ images].
F. 57	23RA-HR42	[13 - 8″ x 10″ images].
F. 58-59	Multiple Cannon Reservoir Sites	
F. 58	Artifacts from Local Collectors [11 pages of contact strips and 4″ x 6″ descriptive cards].	
F. 59	Historic Sites [15 - 8″ x 10″ and 1 - 3″ x 8″ contact sheets].	
F. 60-63	Unidentified Provenience	
F. 60	[1 - 8″ x 10″, 1 - 5″ x 8″, and 1 2 1/2″ x 5″ contact sheets].	
F. 61	Lithic Artifacts [12 8″ x 10″ contact sheets].	
F. 62	Historic Sites [13 - 8″ x 10″, 3 - 5″ x 7″, 1 4″ x 5″, and 1 - 3 1/2″ x 5″ images].	
F. 63	Historic Sites [12 - 8″ x 10″, 2 - 3″ x 10″, and 1″ x 8″ contact sheets].	
F. 64-65	Miscellaneous	
F. 64	Cannon Reservoir Archaeological Project Laboratory (Open House) [12 - 8″ x 10″ images].	
F. 65	Tract #202 (Joanna Reservoir) [1 - 8″ x 10″ image].	

f. 66-68

Color photographs

F. 66	23MN-HR18	[6 - 3 1/2″ x 5″ images].
F. 67	23MN-HR74	[3 - 3 1/2″ x 4 3/4″ images].
F. 68	23MN-HR160	[7 - 3 1/2″ x 4 3/4″ images].

Albs: 1-2

Negatives

1:1-6	23MN302	1977 [54 - 120 film images].
1:7-26	23MN380	1976 [223 - 120 film and 24 35mm images].
1:27	23MN638	[9 - 35mm images].
1:28-30	23MN732	1978 [48 - 35mm images].
1:31-67	23MN799	1977 [377 - 120 film and 44 - 35mm images].
1:68-74	23MN799	1978 [83 - 120 film images].
1:75	23MN800	1977 [20 - 35mm images].
1:76-78	23MN-HR18	1977-1978 [66 - 35mm images].
1:79-81	23MN-HR74	[52 - 35mm images].
1:82-85	23MN-HR113	[11 - 120 film and 59 - 35mm images].

1:86-87	23MN-HR160	[34 - 35mm images].
1:88-89	23MN-HR180	[40 - 35mm images].
1:90	23MN-HR241	[14 - 35mm images].
1:91	23RA82 & 23RA83	[3 - 120 film images].
1:92-100	23RA83	1977 [63 - 120 film and 5 - 35mm images].
1:101-112	23RA151	1976 [141 - 120 film images].
1:113	23RA-HR292	1976 [2 - 120 film images].
1:114-130	Multiple Cannon Reservoir Sites - Lithic Artifacts [389 - 35mm images].	
1:131	Unidentified Provenience [8 - 120 film images].	
1:132	Unidentified Provenience - Historic [10 - 120 film images].	
2:1-55	Historic Site Inventory, 1976 [1106 - 35mm images].	
2:56-88	Historic Resources Survey, 1977 [412 - 35mm images].	

Albs: 3-7

Slides

3:1(1-2)	23MN222	1976 [2 transparencies].
3:1(9)	23MN275	1961 [1 transparency].
3:2-10	23MN380	1976 [172 transparencies].
3:11	23MN542	1976 [5 transparencies].
3:12-18	23MN732	1978 [131 transparencies].
3:19-21	23MN796	1979 [50 transparencies].
3:22-28	23MN799	1977-1978 [127 transparencies].
4:1(1)	23MN-HR1	1977 [[1 transparency].
4:1(9-11)	23MN-HR3	1977 [3 transparencies].
4:1(17-19)	23MN-HR17	1977 [3 transparencies].
4:2-11	23MN-HR18	1977 [11 transparencies].
4:13	23MN-HR74	1980 [22 transparencies].
4:14-17	23MN-HR11	1977, 1980 [74 transparencies].
4:18-19	23MN-HR137	1978 [25 transparencies].
4:20-22	23MN-HR160	1979 [58 transparencies].
5:1(1-2)	23MN-HR164	1977 [2 transparencies].
5:1(13)-2(13)	23MN-HR170	1977 [21 transparencies].
5:3-11	23MN-HR180	1978 [153 transparencies].
5:12	23MN-HR182	1977 [6 transparencies].
5:13-14	23MN-HR205	1979-1980 [38 transparencies].
5:15(1-3)	23MN-HR206	1977 [3 transparencies].
5:15(9)	23MN-HR241	1979 [1 transparency].
5:16	23MN-HR253	1980 [13 transparencies].
5:17	23MN-HR255	1980 [16 transparencies].
5:18(1-7)	23MN-HR256	1980 [7 transparencies].
5:18(13-20)	23MN-HR257	1980 [8 transparencies].
6:1	23RA83	1977 [20 transparencies].
6:2-8(14)	23RA136	1975 [134 transparencies].

6:8(17-20)	23RA138	1975 [4 transparencies].
6:9-16	23RA151	1976 [144 transparencies].
6:17	23RA202	1975 [15 transparencies].
6:18(1-3)	23RA202 & 23RA204	1975 [3 transparencies].
6:18(13-16)	23RA204	1975 [4 transparencies].
6:19-28	23RA224	1975 [182 transparencies].
7:1-4	23RA271	1975 [74 transparencies].
7:5-6	23RA302	1975 [23 transparencies].
7:7	23RA317	1962, 1976 [16 transparencies].
7:8(1-3)	23RA321	1962 [3 transparencies].
7:8(9-20)	23RA341	1976 [12 transparencies].
7:9	23RA-HR12	[6 transparencies].
7:10	Multiple Cannon Reservoir Sites - Historic, 1977-1980 [13 transparencies].	
7:11	Cannon Dam, 1974-1975 [14 transparencies].	
7:12	Cannon Laboratory, 1975-1976 [18 transparencies].	
7:13	Cannon Museum, 1975-1976 [20 transparencies].	
7:14	Pictographs (Murphy's), 1976 [15 transparencies].	
7:15-16	Salt River Valley, 1975 [27 transparencies].	
7:17-20	Miscellaneous, 1969-1977 [68 transparencies].	

APPENDIX VI

Contributors To This Report

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